

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Garden Intern

Part Time: Annual or Seasonal

Division: Horticulture Maintenance

Effective Date: 3/9/2022

Prepared by: B. Crawford

Approved by: R. Vitale

Position Charter:

Employees in this position learn and perform a wide variety of horticultural maintenance tasks throughout the horticultural sites and parklands operated by the Morris County Park Commission. Individuals are required to have a basic understanding of horticulture and the skills necessary to perform horticulture maintenance tasks. Employees in this position report to the Manager of Horticulture or their designee at Willowwood Arboretum or Frelinghuysen Arboretum.

Essential Functions:

- Physically works in all aspects of arboretum maintenance and development including soil preparation, planting, mulching, watering, weeding, fertilizing, pruning, propagating, mowing, raking, sweeping/blowing of debris and chipping of branches.
- Learns to operate in a proficient manner: push mowers, ride-on mowers, string trimmers, backpack blowers, push blowers, garden ATVs, pickup trucks and other power equipment following MCPC safety protocols in compliance with regulatory standards.
- Utilizes and where necessary learns the proper use of shovels, trowels, fan rakes, grading rakes, spades, digging forks, pick axes, brooms, hand shears, hand saws, loppers, pole pruners & pole saws, wheel barrows, fertilizer spreaders, garden carts, ladders, and other hand tools properly to complete assigned tasks.
- Successfully performs the above functions and uses said equipment independently following an instructional period without constant supervision.

Other Functions:

- May interact with the public on an informal basis by answering garden and arboretum questions, providing directions, etc.
- May be asked to work at other Park Commission sites, as directed.
- Adheres to industry safety regulations.
- Assists the Horticulture Division in achieving the goals identified in the Horticulture Strategic Facilities Master Plan.
- Assists in other arboretum maintenance activities, as required.
- Performs other tasks, as required.

Qualifications:

- Possesses a demonstrated eagerness to learn basic horticultural practices and procedures required for soil preparation, planting, mulching, watering, weeding, fertilizing, pruning, propagating, mowing, raking, sweeping & blowing, tree & brush cutting, and chipping.
- The ability to use shovels, trowels, fan rakes, grading rakes, spades, digging forks, pick axes, brooms, hand shears, hand saws, loppers, pole pruners & pole saws, wheel barrows, fertilizer spreaders, garden carts, ladders, and other hand tools effectively.
- The willingness to learn common and uncommon landscape plants.
- The ability to operate push mowers, riding mowers, weed-whackers, backpack blowers, push blowers, garden ATVs, pickup trucks and other power tools effectively with proper instruction.
- The physical strength, dexterity, and coordination sufficient to perform the above functions.
- The ability to follow written and verbal instructions.
- The ability to lift and carry weights of up to 50 pounds.
- Possession of a valid New Jersey driver's license.
- Maintains an attendance record adequate to complete the essential functions of the position.
- Ability to fulfill the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.