

Morris County Park Commission

JOB DESCRIPTION

Title: **Gardener** Salary Grade: VII
Division: Cultural & Environmental Resources Date: February 2013
Prepared by: Charles Zafonte Reviewed by: R. Vitale

Position Charter:

Employees in this position are responsible for the hands-on maintenance of the gardens and plant collections throughout the Horticulture sites operated by the Morris County Park Commission. Individuals should have a strong understanding of horticulture, possess the skills necessary to perform horticultural maintenance tasks, and be familiar with the identification and cultivation of a wide variety of woody, herbaceous, and annual landscape plants. The Gardener reports to and works under the general supervision of the Manager of Horticulture and/or his/her designee for the coordination of daily activities, attendance and other operational procedures.

Essential Functions:

- Maintain annuals, perennials, shrubs, and trees in assigned garden areas in a manner consistent with the horticulture standards of the Morris County Park Commission.
- Identify, prioritize, and perform maintenance tasks and coordinate work needs with supervisor.
- Physically work in all aspects of arboretum maintenance and development, including soil preparation, planting & transplanting, mulching, watering, weeding, fertilizing, pruning, propagating, mowing, raking, sweeping & blowing, tree & brush cutting, and chipping.
- Operate in a proficient manner push mowers, riding mowers, weed-whackers, backpack blowers, push blowers, garden ATV's, tractors, pickup trucks, chainsaws, chippers, and other power equipment in accordance with MCPC safety protocols and regulatory standards.
- Utilize 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.
- Design and plan garden annual, perennial, and bulb displays. Evaluate garden displays and recommend improvements.
- Monitor gardens and plant collections for pests and diseases. Report pest and disease problems to supervisor.
- Apply pesticides and herbicides and maintain application records.
- Report changes to the accessioned plant collections to the Plant Recorder including

additions, removals, and deaths. Perform periodic plant inventories. Request accession tags and display labels.

- Successfully perform the above functions and use said equipment independently without supervision.
- Maintain an attendance record adequate to complete the essential functions of the position.

Other Functions:

- Supervise seasonal staff, interns, and volunteers, as assigned, in garden maintenance activities.
- Operate Park Commission motor vehicles to transport personnel, materials and equipment on Park Commission property and public roadways.
- Advise supervisor of equipment and supply needs.
- Function as an advocate of the facility and the Park Commission to visitors. Answer visitor questions, give informal tours, and assist with educational programs.
- Load and unload materials and supplies.
- Clean and sharpen tools, make minor repairs to tools and equipment.
- Assist with the maintenance of buildings and facilities including cleaning, restroom provisioning, painting, and performing minor repairs.
- Assist with carrying out standard operational procedures, as required, including working overtime for snow removal, events, and other assignments.
- Assist with other arboretum maintenance activities, as required.
- Performs other functions as assigned.

Qualifications:

- A two-year Associate's degree in Horticulture or a related field, plus two year's work as a professional gardener or groundskeeper, or equivalent experience.
- The ability to identify and prioritize work tasks and competently maintain annuals, perennials, shrubs, and trees in garden and arboretum settings.
- A demonstrated understanding of the horticultural practices and procedures required for soil preparation, planting & transplanting, mulching, watering, weeding, fertilizing, pruning, propagating, mowing, raking, sweeping & blowing, tree & brush cutting, and chipping.
- The ability to identify frequently used woody, herbaceous, and annual landscape plants by botanical and common name.
- The ability to identify common insect pests and diseases of annuals, perennials, and woody landscape plants.
- 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 ability to operate push mowers, riding mowers, weed-whackers, backpack blowers, push blowers, garden ATV's, pickup trucks, chainsaws and other power equipment effectively.
- The physical strength, dexterity, and coordination sufficient to perform the above functions.

- The ability to follow written and verbal instructions and perform basic mathematical calculations.
- The ability to lift and carry weights of up to 50 pounds.
- Possession of a valid New Jersey driver's license.
- The ability to maintain an attendance record adequate to complete the essential functions of the position.
- The ability to perform the essential functions of this position with or without reasonable accommodation.
- The ability to obtain Pesticide Operator Registration from the New Jersey Department of Environmental Protection.
- The ability to obtain New Jersey Trained Fertilizer Applicator certification.

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

Notes:

- Applicants must pass Gardener test to be eligible for this position.
- The title of this position was changed from "Plantsman" to "Gardener" in 2009.