

EAST BAY REGIONAL PARK DISTRICT

GARDENER

GENERAL FUNCTION:

Under general supervision, performs skilled gardening work, semi-skilled and unskilled maintenance and other tasks on District properties and facilities in support of the operation, development, and resource protection of the District's parklands and trails; performs other work related to the day-to-day operation of the work unit.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to:

- Plants, transplants, propagates, and cultivates trees, shrubs, perennials and annuals, seeking to preserve historic character, as appropriate; sprays, fertilizes, prunes, trims, and waters trees, shrubs, perennials, annuals and other plants; mulches plant beds with gravel, chips, weed cloth, etc.; repairs, weeds, fertilizes, aerates, maintains, and mows turf areas and lawns; prepares and renovates lawns and turf areas with top dressing; screens soil, adds amendments, and adds soil to terrains as necessary; identifies hazardous trees and recommends trimming or removal; controls obnoxious weeds and plants, damaging insects and fungus, and exterminates gophers, rodents, and other pests; catches and transports raccoons, rattlesnakes, etc.; applies integrated pest management practices.
- Designs, installs, renovates, and reconfigures watering systems; irrigates lawns and turf areas using drip, sprinklers, and various other types of irrigation systems; troubleshoots valves, impact heads, wiring, and broken pipes; mends, repairs, and maintains sprinklers, hoses, and watering systems; documents location of water lines.
- Performs grounds maintenance tasks, such as hauling debris, maintaining rock walls, rough mowing, adding gravel to roads, pathways, and walkways; clearing brush; etc.; picks up and removes litter; cleans and stocks restrooms; empties garbage cans and dumpsters and changes trash liners; removes graffiti; rakes and cleans campsites, maintains picnic areas, and opens and closes gates and buildings.
- Patrols parks, trails, and waterways to check for potential hazards, assist in protecting the natural resources of parks and trails by monitoring the impact and activities of grazing operations, parks users, etc., and to ensure park users adhere to park rules and regulations; gives talks and tours; supervises youth, volunteer, and docent groups and crews from other agencies; assists with special events; supervises contractors.
- Operates and maintains a variety of equipment, such as vehicles, mowers, tractors, aerifiers, hand and power tools, rakes, edgers, weed eaters, chain saws, chippers, sprayers, etc.
- Performs administrative tasks, such as ordering and purchasing supplies, preparing reports, writing up, monitoring and enforcing contracts and lease agreements, completing fixed asset inventories, etc., and acting as Park Supervisor.

Botanic Garden Option (in addition to the above:)

- Collects, grows, displays, and preserves California native plants for study, viewing by the public, and to protect rare and endangered plant species; prepares and installs accession records and labels on native flora and assists in an annual plant sale and other special events; plans for, develops, and/or maintains areas of a botanical garden which are representative of specific geographical areas of California.

- Gives talks, classes, tours, and slide presentations.
- Conducts field collection trips, occasionally to remote areas throughout the State.

OTHER FUNCTIONS AND DUTIES:

Other tasks related to this position may include: assisting with special events; maintaining tool inventories, replenishing appropriate materials as necessary; maintaining personal protective gear; attending ongoing education on horticulture and botany; writing articles for journals and newsletters; updating accession file databases relating to the history of plants and their life cycle. Performs related tasks as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to completion of twelfth grade

AND

Experience: Three years experience in general gardening work involving the care of turf, shrubs, native plants, and/or flowers.
(Substitution: College level course work, which includes classes related to this classification, may be substituted for the experience requirement on the basis of one year of completed college equating to six months of experience, up to a maximum of two years experience)

OR

Two years in the East Bay Regional Park District classification of Park Ranger II.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of gardening methods and practices, plant diseases and pests, tools and materials. Ability to operate and maintain a variety of tools and equipment; lift and/or move up to 60 pounds. Ability to communicate effectively both orally and in writing. Ability to work outside and under adverse working conditions, including the ability to walk on steep and/or uneven terrain. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A current and valid California driver's license is a condition of initial and continued employment in this classification. Employees in this classification must be willing to conform to District uniform standards and to possess and maintain the ability to wear a respirator.

REPORTS TO: Park Supervisor or Botanic Garden Supervisor

SUPERVISES: No permanent supervisory responsibility; may supervise volunteers, docents, seasonal workers, and outside crews. May act as lead person on a project basis or serve as acting supervisor over regular park staff.

Employment Category: AFSCME Local 2428, Monthly Salary Range Effective 3/23/02: \$3,659.07-\$3,964.13

Replaces Gardener job description adopted by the Board: May, 1978
Revision approved by General Manager: March 5, 2003