

## **GROUNDKEEPER-GARDENER I/II**

### **DEFINITION**

Under general supervision, performs a variety of semi-skilled and skilled gardening and turf maintenance duties in the development, maintenance and repair of landscaped areas; and related work as required.

Groundskeeper Gardener I is the entry-level class and Groundskeeper Gardener II is the journey-level class in the series. Incumbents in the Groundskeeper Gardener I class will progressively perform most of the duties required in the Groundskeeper Gardener series but are not expected to function at the same skill level and will usually exercise less independent direction and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern that has been explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, Groundskeeper Gardener II positions that may become vacant may reasonably be filled at the Groundskeeper Gardener I or Utility Maintenance Worker level for training purposes.

Positions in the Groundskeeper Gardener II class are flexibly staffed and normally filled by advancement from the Groundskeeper Gardener I class, or when filled from the outside, require prior specific experience in gardening and general grounds maintenance. Appointment to this class requires the employee to be performing substantially the full range of gardening and general grounds maintenance duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgement and initiative. Duties will normally require the ability to operate the full range of mechanical equipment related to gardening and general grounds maintenance.

### **EXAMPLES OF DUTIES**

Plant, cultivate, water, spray, and propagate plants, hedges, trees, flowers, and lawns and perform grounds maintenance work; operate hand and power machines; aids in keeping greenhouses and other structures in repair and free from plant diseases and pests; maintain equipment, tools, and supplies in proper condition and repair; do general laboring tasks related to grounds and garden maintenance work. Install, maintain, and operate manual and automatic irrigation systems. Input and retrieve data and work orders from the computer system. May assist in supervising utility workers, temporary employees, court referrals and other subordinates.

JOB SPECIFICATION  
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**MINIMUM QUALIFICATIONS**

**Knowledge of:** Approved methods of planting, propagating and caring for hedges, ornamental trees, shrubs, lawns, and flowers; gardening materials, tools and equipment, and their use and care; the common plant diseases and insect pests and the approved methods and materials used in controlling and destroying them.

**Ability to:** Safely use hand and power gardening tools and perform heavy physical labor; follow oral and written directions; follow and abide by the City's *Rules and Regulations of the Classified Service*. Learn to use the computer system. Maintain an appropriate public service demeanor and positive customer service interactions. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Physical capability to:** Perform sustained, strenuous manual labor; climb, lift, crawl, stoop and bend to reach work; may work outdoors in temperature extremes and inclement weather.

**Experience:**

- Groundskeeper Gardener I, entry level: one (1) year, full-time, paid experience in construction, maintenance or other semi-skilled, physical work.
- Groundskeeper Gardener II: two (2) years of full-time experience in gardening and general grounds maintenance work.

**Education:**

- Groundskeeper Gardener I, entry level: completion of the tenth grade. Graduation from high school or the equivalent is desirable and required to advance to Level II in the classification series.
- Groundskeeper Gardener II: A high school diploma or the equivalent.

**License:**

- Possession of a valid, Class C California Driver's License.
- Groundskeeper Gardener II: A current Qualified Applicator Certificate is desirable.