

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Gardener

Department: Maintenance Operations and Transportation (MOT)

Reports To: Director of MOT

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under the direction of the Director of Maintenance, Operations, and Transportation, to perform grounds maintenance and general gardening work; to operate power grounds equipment; and to do other related work as directed.

ESSENTIAL DUTIES

- Cultivate, water, mow and trim lawns, shrubs, hedges, trees and flowers.
- Operate edgers, power clippers, small mowers, sprayers, tractors, trucks, chain saws, power edgers, power trimmers and other grounds maintenance equipment and hand tools.
- Apply weed killers, fertilizers and pesticides to eradicate weeds.
- Plant, transplant and remove plants and shrubs.
- Service and make minor non-technical repairs to grounds equipment.
- Fill, level, roll, smooth and prepare ground for planting.
- Haul dirt, trash and other materials.
- Assist in the installation and repair of the sprinkler system.
- Use hand tools to work soil and remove weeds, undergrowth and debris from grounds and landscaped areas.
- Sweep, vacuum and blow walks, driveways, parking lots and other areas.
- Rake leaves and pick up paper and rubbish.
- Install landscapes in accordance with plans and instructions.
- Clean gutters and drains.
- Operate manual and automatic sprinkler system.
- Ensure safety by removing or reporting hazards; especially pertaining to landscape.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic tools, materials, equipment and practices of routine grounds keeping work.
- Operation, use and maintenance of power grounds equipment.
- Good work habits.
- Methods, materials and tools used in grounds keeping work.
- Appropriate safety precautions and procedures.
- Basic addition, subtraction, multiplication and division skills.

ABILITY TO:

- Perform general grounds maintenance and routine gardening work.
- Operate grounds equipment.
- Use hand and power tools of gardening and grounds keeping work safely.
- Use chemicals and fertilizers properly.
- Perform heavy manual labor.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.

- Establish and maintain effective relationships with those contacted in the course of work.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Calculate amount of product or supplies needed.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying.
- Valid California Class C driver's license and a safe driving record.

WORKING CONDITIONS

ENVIRONMENT:

- Work outside in weather extremes of the local climate.
- Be exposed to harsh substances.

PHYSICAL DEMANDS:

- See to drive and operate equipment; have depth perception.
- Hear normal equipment operation and work area noise.
- Speak in a normal voice to be able to be heard and understood at the work site.
- Reach horizontally and vertically with arms.
- Use hands to operate hand and power tools requiring strength and coordination.
- Use hands and fingers to manipulate small objects and print or write legibly.
- Stand for prolonged periods.
- Use lower body mobility to stand, walk, stoop, bend, crawl and extend legs.
- Lift and carry or push objects which may exceed 100 pounds.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.