



## Job Description

**Department: Grounds**

**Job Title: Gardener**

**Full Time**

### **Position Overview:**

This is a full time position performing overall garden maintenance of The Oregon Garden Resort. This position will also require basic knowledge of the irrigation system and the ability to make simple repairs. This position will perform applications of fertilizers, pesticides and other products used in the maintenance and development of the resort grounds.

### **Supervision Received:**

Position is supervised by the Horticulture Manager.

### **Essential Functions:**

1. Under supervision, will take responsibility for designated zones of The Oregon Garden Resort, striving for high quality gardening and development of various established landscaped gardens and/or new garden sites.
  - a. Maintains & beautifies gardens and other landscape features to a high standard.
  - b. Effectively supervises assigned staff, community service workers, volunteers, and others.
  - c. Plants and cultivates annual flowers, perennials, bulbs, groundcovers, shrubs, trees, etc.
  - d. Carries out weeding, raking, ditching, digging, mulching, composting, mowing etc.
  - e. Prepares soil and applies fertilizers.
  - f. Keeps paths, trails and clean and safe.
  - g. Prunes and deadheads various plants as needed
  - h. Helps install, repair and maintain irrigation systems.
  - i. Safely and efficiently sprays for control of weeds, pests and diseases; practice IPM methods.
  - j. After suitable training, demonstrates safe and proper use of all standard horticultural machinery and equipment.

- k. Mows grass, edges lawns, and operates other lawn-maintenance machinery as requested.
  - l. Undertakes small construction projects, including, but not limited to drainage, edging, pathways, beds, retaining walls, and trails.
2. Works with fellow horticultural staff members in other zones as needed.
  4. Maintains an ongoing work record of gardening progress for the department, as directed by Horticulture Manager.
  7. Greets guests professionally and responds to their needs with a focus on ensuring a quality guest experience.
  10. Performs other duties as assigned by the Horticulture Manager or General Manager.

**Knowledge, Skills and Abilities:**

1. Ability to speak, read and write English, including effective written & verbal communication skills. (Second language a positive attribute.)
2. Ability to demonstrate excellent customer service - providing the Garden guest information upon request.
3. Knowledge of horticulture sufficient to allow successful performance in this position; knowledge of basic IPM practices.
4. Ability to manage detailed record keeping with minimal error.
5. Computer skills: word processing and spreadsheets (preferably Word and Excel).
6. Ability to establish and maintain effective working relationships with guests, co-workers, contractors, vendors, and other persons encountered in the course of daily duties.
7. Ability to effectively communicate policy and mediate disputes in a professional manner.
8. Ability to prioritize work, meet time deadlines, and maintain reliable work attendance.
9. Ability to learn technical operation of equipment.
10. Must be able to stand for long periods of time, have good mobility, and work at a fast pace.
11. Ability to lift 50 pounds on an infrequent basis.
12. Must be available to work irregular shifts, including nights, weekends, and holidays.
13. Must have a valid driver's license and ability to operate the Garden's vehicles and equipment.
14. Ability to exert considerable physical effort throughout a normal eight-hour workday in a variety of weather conditions.

**Experience and Training:**

One year previous horticulture experience required - or a combination of experience and education - which provides the applicant with the desired skills, knowledge and ability to

perform the job. Must be able to secure and maintain a pesticide applicator's license within one year of hire date.

**Learning Development Demands:**

Reasoning- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Mathematical- Add, subtract, multiply and divide all units of measure. Perform the four operations with common and like-decimal fractions. Perform arithmetic operations involving monetary units.

Reading- Read a variety of materials such as magazines, books, internet information, and safety rules.

Speaking- Speak to guests with poise and confidence, using correct English grammar and well-modulated voice.

Writing- Write reports and essays with proper format, punctuation, spelling and grammar.

**Physical Job Description:**

Typical Working Conditions:

Mostly outdoors with constant exposure to the elements: hot summer days and cold, wet winter days. Some exposure to chemicals, pollen, and noise associated with power equipment.

Typical Equipment Used:

Hand tools, loppers, hedge-trimmers, pitchforks, shovels, rake, mowers, weed-eaters, blowers, sprayers, gators, roto-tillers, tractors, computers, and phones.

**Specialized Demands:**

Constantly (over 66% of the time)

Frequently (34%-66% of the time)

Occasionally (1%-33% if of the time)

Rarely (less than 1 hour per week)

Lifting

1-20 pounds, frequently

21-50 pounds, occasionally

51+ pounds, rarely

Pushing/Pulling

1-20 pounds, constantly

21-50 pounds, frequently

51+ pounds, rarely

Driving

Automatic transmission, frequently

Manual transmission, rarely

Other

Constantly standing, squatting, bending.

Constantly using fine dexterity, grasping/holding, using hands in repetitive motions.

Frequently kneeling, reaching over shoulder, reaching over head/outward, crawling, climbing, walking on uneven or slippery surfaces.

Occasionally sitting.

### **Acknowledgment**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description is intended to create a contract of employment of any type. Employment is “at-will” and may be terminated at any time by the employee or the employer with or without cause or notice.

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Signature of Employee

Date