

Alameda County Office of Education

Job Description

JOB TITLE: Gardener (Range 13 CSEA)

JOB SUMMARY :

Performs maintenance of landscaping, grounds and outside areas around the ACOE Office Building. May be temporarily assigned Facilities Assistant II duties as needed, including mail processing, postal services, package shipping/receiving for the ACOE offices/sites, and performing minor building maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assures attractiveness and cleanliness of landscaping, parking areas and sidewalks around ACOE Office Building.

Provides maintenance of all areas around building for safety of pedestrians and others using facilities.

Applies chemicals to control weeds and pests.

Reseeds, irrigates and fertilizes lawn and shrubbery.

Plants and maintains flowers, shrubs and smaller trees.

Cultivates, waters, prunes and trims lawns, trees and shrubs.

Monitors outside security of buildings and grounds when on duty.

Controls plant diseases and insects on grounds around buildings.

Performs maintenance and minor repairs to irrigation and other landscaping systems.

Operates and maintains power machinery such as mowers, edgers, pruners, buffers, etc..

May perform building maintenance and custodial tasks.

Orders and inventories supplies.

May maintain some inside building plants.

Performs related duties as required.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ABILITY TO

Perform outside physically active duties.

Observe, analyze, evaluate and respond to landscaping and grounds maintenance needs.

Safely operate machinery and equipment used in the course of work.

Read, understand and apply safely instructions on chemicals for landscaping and pest control.

ABILITY TO (Cont'd.)

Maintain and wear safety gear required in the course of work.
Establish, maintain effective relationships.
Meet schedules and time lines.
Plan and organize work.
Communicate effectively orally and in writing.
Understand, follow oral and written directions.

KNOWLEDGE OF

Basic horticulture and pest control.
Pesticide and chemical applications and safety requirements.
Safety gear to be worn in the course of work.
Safe operation of equipment used in course of work.
Grounds, lawn, shrubbery, tree and flower maintenance.
Department operations and policies.
Applicable sections of codes and laws.
Interpersonal skills.

EDUCATION and/or EXPERIENCE

High school education; three years related experience in grounds maintenance and landscaping; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one situations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
Ability to perform these operations using units of weight measurement, volume, and distance as required in determining areas and quantities of materials to use in grounds maintenance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell; and perform work which involves the frequent lifting, pushing and or pulling of objects which may approximate 50 lbs and may occasionally weigh up to 100 lbs. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

Approved By: Personnel Commission
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