

**TOWN OF WINTER PARK
GARDEN CREW
SEASONAL POSITION**

DEPARTMENT: PUBLIC WORKS
FLSA STATUS: NON-EXEMPT

REPORTS TO: PUBLIC WORKS DIRECTOR

SUMMARY

Under the supervision of the Head Gardener and Public Works Director, this seasonal position performs skilled and unskilled labor involving light equipment operation and maintenance work of a primarily physically demanding nature assisting in the care and maintenance of ornamental plants, shrubs, and trees located in the various planters and gardens located throughout the Town.

EXAMPLES OF ESSENTIAL DUTIES

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

- Prepares and maintains soil in plant beds and gardens.
- Maintains annual and perennial flowers in aesthetically pleasing arrangements.
- Plants and maintains flowers, ornamental shrubs and trees through appropriate pruning, trimming, fertilizing, and pest control.
- Operates mechanical and power equipment utilized in the planting and maintenance of ornamental plants and gardens.
- Removes flowers, shrubs and trees at end of season including preparing beds and gardens for winter.
- Assists Public Works employees as directed.
- Performs related work as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department and Town rules and regulations.
- Ability to operate light equipment such as hand and mechanical tools.
- Ability to deal courteously and fairly with the public.
- Ability to interpret and respond to directions.
- Ability to work without continual direct supervision.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.

MINIMUM QUALIFICATIONS

Education:

- High School Diploma or GED required

Experience:

- No previous experience required.

Certification:

- None required.

General:

- Valid State Driver's License
- Satisfactory Motor Vehicle Record (MVR)
- Equivalent combination of education and experience may be acceptable.

GUIDELINES

All federal, state, and local laws; safety, departmental and Town policies.

COMPLEXITY

Work requires ability to follow direction.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Work generally will take place under outdoor weather conditions and may include adverse weather conditions.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	F
Standing	F	Inside Work	F
Walking	F	Outside Work	C
Running	R	Walking on uneven surfaces	F
Stooping	F	Working at height	F
Kneeling	F	Other:	
Squatting	F		
Climbing	O	Environmental Conditions	
Balancing	O	Exposure to Chemicals	O
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	C	High Noise Levels	F
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	F
Visual Acuity: Near	F	Light/Power Equipment Ops	F
Visual Acuity: Far	F	Heavy Equipment Operation	O
Depth Perception	O	Work in Traffic	F
Color Discrimination	O	Local Travel	R
Peripheral Vision	O	Out of Town Travel	R
Talking	F	Other:	
Hearing	C		
Other:		Weight of Objects Moved	
		Over 100 pounds	O
		Over 50 Pounds	F
		Over 10 pounds	F

ADDITIONAL GUIDELINES

- If you are unable to report for work, you must notify your supervisor before your shift starts; failure to notify your supervisor may result in dismissal. Overtime must be preauthorized by your supervisor.
- Closed-toe shoes must be worn at all times.

CONTACT

General Public, Coworkers, Law Enforcement Officers, Government Officials.

SUPERVISORY CONTROLS

This position works under the general supervision of the Head Gardener and Public Works Director. Work is typically performed independently in accordance with established directions and an evaluation of results achieved.

Revised March 2015