

Job Description
Gardener-Maintenance
EMY-LOU BIEDENHARN FOUNDATION

GENERAL FUNCTIONS AND TASKS

- General care and maintenance (deadheading, planting, potting, pruning, raking, staking, trimming, watering, weeding, etc.) of BM&G's flora;
- Cleans roofs and gutters;
- Cleans fountains
- Basic equipment maintenance (lawn mower, mower blades, blower, leaf vacuum, hedge trimmer, tools, water hoses, etc.)
- Change light bulbs and HVAC filter in buildings;
- Polishes exterior brass railings;
- Washes windows;
- Carpentry;
- Electrical work;
- Places garbage for pickup;
- Fills Coke machine and orders Coke;
- Cleans roofs and gutters;
- Assist the Housekeeper in general housekeeping in the Biedenharn Home and Bible Museum especially on days the housekeeper is not on duty;
- Ability to work with irrigation system, especially the above ground elements;
- Skilled painting both interior and exterior;
- Setting up tables and chairs in rooms for functions;
- Assists house keeper with occasional: buffing, dusting, mopping, vacuuming, etc.;
- Cleaning and stocking staff and public rest rooms;
- Emptying trash cans in office areas;
- Cleaning Fountain Room fountain;
- Checks restrooms to insure they are stocked with paper towels, toilet tissue, soap, etc.
- Performs other task as required.

REPORTS

This position reports directly to, and is supervised by, the Head Gardener

KNOWLEDGE SKILLS AND ABILITIES

- Exhibits basic knowledge of the mission, and history, and programs of the BM&G;
- General knowledge of the safe use and operation and preventative maintains of equipment used in garden maintenance;
- Knowledge of the use of common hand and specialized power tools;
- Ability to perform labor for extended periods in varied weather conditions;
- Ability to communicate clearly with the general public, to answer people's questions that arise in the garden,
- Clean driving record,
- Knowledge of basic gardening activities.

WORK CONDITIONS

This is medium to heavy work requiring the exertion of 65 pounds of force occasionally, up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects, up to 50 pounds of force frequently and up to 20 pounds of force constantly to move objects, work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required to depth perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts or within arms length, operation of motor vehicles or equipment, and determine the accuracy and thoroughness of work, the worker is subject to inside and outside environmental conditions, extreme cold or hot, noise, vibration, hazards, atmosphere conditions and oils. This position requires the stamina and ability to work outdoors in all seasons and weather conditions. There is exposure to/use of pesticides, fungicides, and fertilizers, and exposure to insects and other pests.

SPECIAL WORK CONDITIONS

- Gardeners alternate work on weekends, typically two hours or less on both Saturday and Sunday mornings.
- Gardeners are required to work occasional nights and weekends in support of special events.

EDUCATION AND EXPERIENCE

Minimum of equivalent of a High School Diploma, some plant material knowledge, minimum one year experience in landscaping, greenhouse, nursery, or similar work environment. General maintenance skills preferred.

CLASSIFICATION STATUS

Full-time, hourly, non-exempt, Updated December 2006