

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 261-4000

2. Class Title (i.e. payroll title):

Gardener

3. Working Title (if any):

Landscaping Maintenance worker

4. Name & Class of First-Line Supervisor:

Jeff Griffith

Work Phone: 261-4013

5. Department, Division & Section:

Monona Terrace

6. Work Address:

1 John Nolen Drive

7. Hours/Week: 40

Start time:                      End time:

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

N/A

- 
10. Position Summary:

This is specialized manual work in the performance of year round maintenance and related activities to the planting beds and display gardens and building and grounds at Monona Terrace Community and Convention Center.

The work involves performing interior and exterior landscape maintenance on plantings and executing new plantings as needed. This includes, but is not limited to; planting, watering, weeding, trimming, pruning, raking, shoveling and spreading mulch. Perform maintenance tasks in off season time including, but not limited to; painting, snow shoveling, and other maintenance tasks as assigned.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

75% A. Landscaping maintenance. This includes but is not limited to maintaining assigned interior and exterior display gardens and beds which may include pruning, mowing, fertilizing,

spraying chemicals, mulching, digging of plant materials, weeding, hoeing, planting and removal of dirt and debris.

1. Watering existing planting beds and display gardens
2. Planting in exterior and interior beds and gardens as requested/needed
3. Trimming/Pruning existing and new plantings
4. Weeding existing planting beds and display gardens
5. Mulching new and existing planting beds and display gardens

- 10% B. Painting
1. Painting interior/exterior as assigned

- 10% C. Maintenance Tasks as assigned
1. Snow Shoveling as assigned
  2. Cleaning tasks as assigned

- 5% D. Other duties as assigned
1. Tasks as needed

12. Primary knowledge, skills and abilities required:

Working knowledge of horticultural/ornamental gardening maintenance practices and procedures. Working knowledge of plant materials, methods of care, propagation and pruning techniques. Working knowledge of the tools and equipment used in garden and grounds maintenance. Ability to understand and follow oral and written instructions. Ability to operate and perform basic maintenance and adjustments on equipment used in the gardens. Ability to perform heavy manual and semi-skilled tasks for an extended period of time. Ability to deal tactfully and courteously with the general public. Ability to establish and maintain effective working relationships. Ability to lift up to 50 pounds. Ability to operate a motor vehicle. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

Operate equipment such push mower, trucks, trimmers, rototillers, lifts, snow and debris blowers and snow removal equipment, power sprayers, power hedge trimmers, edgers, utility carts, sweepers, hoses, etc. (This is not an exclusive list, rather a sampling of equipment used.)

14. Required licenses and/or registration:

Possession of a valid Wisconsin Driver's License. Possession of, or ability to obtain a Wisconsin State Pesticide Certification and the ability to maintain the certification.

15. Physical requirements:

Incumbents must be able to lift 50 pounds. In addition, incumbents must have the ability to perform heavy manual and skilled tasks involving strength and endurance under adverse weather conditions. Incumbents must be able to physically access all areas of interior and exterior plantings at Monona Terrace.

16. Supervision received (level and type):

17. Leadership Responsibilities:

- This position:
- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | is responsible for supervisory activities (Supervisory Analysis Form attached). |
| <input checked="" type="checkbox"/> | has no leadership responsibility.   |
| <input type="checkbox"/>            | provides general leadership (please provide detail under Function Statement).   |

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.