



Job Description

Job Title: Gardener / Maintenance Worker

Reports To: President, Owner, Team Leaders, Senior Gardeners

Shop Location: 11 Lakeshore Road East, R.R. #1 Oro-Medonte, L0L 2E0

Summary Statement

Under the supervision of a previously experienced crew member or business owner the employee will be responsible for property maintenance of residential and commercial properties. These duties include but are not limited to spring clean ups, lawn maintenance, annual and perennial plantings, fall clean ups, operating power equipment and various manual labour requirements. The remaining points are inserted under the duties and responsibilities section.

Key Relationships:

Internally: President, Owners and Co-workers

Externally: Customers, Commercial and Residential Property Owners, Suppliers, Property Management, other trades

Qualifications:

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|-----------------------------|-------------------|--|
| Education | Essential: | 1. Completion of a high school diploma or an equivalent. |
| Knowledge | Essential: | 1. Plant knowledge an asset, but on the job training supplied. |
| Skills and Abilities | Essential: | 1. Ability to work independently as well as cohesively with employees and managers as part of a team.
2. Excellent problem solving skills in order to resolve conflicts and problems independently.
3. Excellent interpersonal skills in order to maintain an excellent rapport with customers and co-workers. |

Physical Effort required to perform the job:

- ✿ Physical demand is required.
 - ✿ Heavy lifting is required and will consist of 50 lbs. or less.
 - ✿ Continuous standing, sitting, kneeling, crouching and bending often is required.
 - ✿ Repetitive motions and hand/wrist vibration.
 - ✿ Able to stand the elements of weather i.e. rain and heat.
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Major duties and responsibilities:

- ✿ Spring clean ups, which involves, raking of lawn areas, cleaning out gardens of fall debris, turning of gardens and edging of garden perimeters.
 - ✿ Trimming, pruning and shaping of shrubbery, hedges, plant material and occasionally cutting back of trees.
 - ✿ Small tree and shrubbery planting.
 - ✿ Annual and perennial plantings and continuous maintenance of such throughout the season including watering and fertilizing.
 - ✿ Mowing and trimming of turf grass as well as top dressing and seeding and fertilizing of grass and occasional laying of sod.
 - ✿ Weekly or bi-weekly weeding and cultivating of ground gardens.
 - ✿ Application and mixing of soil, peat moss, and spreading of mulch to applicable gardens.
 - ✿ Fall clean ups, which involves, pulling out dead annuals, pruning back dead perennials, wrapping trees for winter, raking lawns free of leaves, planting spring bulb material.
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Responsibility for Resources under the direction of a Senior Gardener or Team Leader:

- ✿ Responsible for recording time spent at job sites, travel time, dump time and frequency and recording number of employees present.
 - ✿ Responsible for recording all materials used at job sites.
 - ✿ Responsible for care of work vehicles and tools.
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Responsibility for Decision Making under the direction of the Senior Gardener or Team Leader:

- ✿ Takes initiative to make responsible decisions when owner or other employees are not present.
 - ✿ Responsible for promoting Health & Safety.
 - ✿ Problems tend to be routine and standard with little variation.
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Working Conditions

- ✿ Wide range of weather conditions, hot and cold, dusty and windy etc.
- ✿ A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.
- ✿ This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.



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I understand and acknowledge my duties and responsibilities as described in the following job description.

I understand that my job is not limited to the outlined duties and responsibilities.

Name (Please Print)

Date

Signature