

## The Maryland-National Capital Park and Planning Commission

TITLE: Gardener  
SERIES: Natural Science

GRADE: L06  
DATE: 4/24/13  
EEOC: Service-Maintenance

CODE: 5413  
FLSA: Non-Exempt

### Class Definition

Under general supervision, performs skilled gardening and landscaping work in the care and maintenance of Commission parks, public gardens and/or landscaped areas of Commission buildings and facilities. Incumbents in this class may be part of a small crew assigned to perform gardening, landscape and grounds maintenance work or may be assigned a gardening and horticulture assignment at a public garden, park or Commission building or facility.

This is the full performance level class in the Gardener series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class is distinguished from the Lead Gardener in that the latter provides technical and/or functional leadership over assigned staff and is assigned the more complex and difficult work that involves the full scope of landscape/gardening projects to include the development of design plans, research and selection of plants, and coordination of work with appropriate staff and/or contractors.

### Examples of Important Duties

1. Perform skilled gardening and landscaping work in the care and maintenance of Commission parks, public gardens and/or landscaped areas of Commission buildings and facilities, according to horticultural standards.
2. Conduct soil tests. Mix soils and other materials to prepare beds. Prepare planting beds by amending, rototilling, grading, spading and fertilizing soil to promote plant growth and to prevent drainage problems.
3. Plant, transplant and cultivate trees, shrubs, perennials and annuals, and other plant material; fertilize, prune, trim and water trees, shrubs, perennials, annuals and other plants; weed, rake and clear ground; and mulch plant beds.
4. Repair, weed, fertilize, aerate, maintain, mow and trim turf areas and lawns. Prepare and renovate lawns and turf areas with top dressing.
5. Help develop and make recommendations and/or implement the type of landscape maintenance and plant material required for a given location. May design plantings for small or non-complex areas (i.e., plant beds that consist of one type of annual plant).
6. Diagnose plant problems, implement proper watering and pruning, and under supervision, apply pesticides and fertilizers to promote plant health. Maintain records of fertilizers and chemicals used.
7. Operate mowers, tractors with attachments, vehicles, equipment and utilizes a variety of hand and power tools used in gardening and landscape maintenance work. Perform preventive maintenance and minor repair on assigned equipment used in the course of work. Report the need for major repairs and maintenance.

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### Examples of Important Duties (continued)

8. Prepare and maintain work-related records and reports regarding work performed, equipment and materials used. Inform crew leader or supervisor of any problems.
9. Identify plants by common and scientific names. Place labels on or near plants to identify plants for general public. Answer questions and discuss gardening with visitors at gardens.
10. Assist in the instruction and training of less experienced staff; act as Lead Gardener in his/her absence as directed.
11. Participate in snow removal.
12. May build retaining walls, steps, paths, and other landscaping structures.

### Important Worker Characteristics

- A. Knowledge of: (1) principles and practices of planting, fertilizing, cultivating, pruning and general care of plants, flowers, trees, shrubs and turf; (2) methods, tools, materials and practices of landscape gardening; (3) various plant materials and appropriate use; (4) the use of fungicides, herbicides, insecticides and other pest and weed management techniques used in landscape gardening; (5) soil preparation and enrichment; (6) basic math to calculate areas and mix chemical solutions; (7) computer equipment and software applications related to assignment; (8) safe work practices used in gardening and landscaping work, including the use of personal protective equipment; and (9) Commission policies and procedures\*.
- B. Skill in: (1) utilizing proper work methods and landscape maintenance techniques in accordance with safety regulations, guidelines and techniques; (2) operating tractors, mowers, power and hand tools and other work-related equipment in a safe and effective manner; (3) operating Commission vehicle observing legal and defensive driving practices; (4) operating computer equipment and software related to assignment.
- C. Ability to: (1) use initiative and sound judgment within established guidelines; (2) recognize common plants, plant diseases, insects and pests; (3) read and interpret landscape plans and lay out the landscaping of new areas; (4) set out plants and flowers according to specified designs; (5) identify a wide variety of flowers, trees and shrubs; (6) recognize and treat various diseases, insects and cultural problems of flowers, trees, shrubs and turf; (7) read and understand herbicide and pesticide warning labels and mix and apply them in accordance with safety standards; (8) prepare brief written reports of work performed; (9) deal effectively with the public; (10) stand, walk, crouch, kneel, bend or squat for considerable periods of time; (11) lift and carry equipment weighing up to 50 pounds; (12) push and pull materials and equipment weighing up to 100 pounds with or without assistance; (13) work outdoors in varying temperatures and all weather conditions with exposure to hazardous conditions such as: chemicals, animals, insects, poison ivy, etc.

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\*Developed primarily after employment in this job class.

### Minimum Qualifications

1. High school graduate or GED, and four years of progressively responsible experience in grounds keeping, building maintenance, or park maintenance; and demonstrated ability to read and understand materials and instructions and write routine records and reports; or
2. An equivalent combination of education and experience.
3. A valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of their position.
4. Pass Commission medical examination.
5. Additionally, contingent upon area of assignment, some positions in this class may require:
  - a. Registration as a Pesticide Applicator with the Maryland Department of Agriculture, Pesticide Regulation Section, within twelve months of hire.
  - b. Commercial Driver's License with appropriate endorsements.

### Working Conditions

Work is primarily performed outdoors with exposure to a variety of weather conditions; dirt and dust; unpleasant odors and fumes from fertilizers, herbicides, insecticides, and pesticides; wildlife and potentially harmful insects (i.e., bees, hornets, wasps); traffic hazards and noise. Incumbent may be subject to call back for emergency needs.