

**Gardener Caretaker
(Class Code 3141)
Task List**

Under general supervision, assists in landscaping parks, recreational areas, golf courses, areas around public buildings, rights-of-way, median islands, and other city facilities by:

1. Preparing the soil and adding soil amendments and fertilizer.
2. Planting annual and perennial containerized plant materials, bedding plants and trees.
3. Installing header boards around planter beds.

Under close supervision, assists in boxing and balling shrubs and trees by:

4. Pruning and digging as needed to ensure plant or tree survival.

Under close supervision, renovates or installs new lawns, golf and bowling greens, and other sports fields by:

5. Stripping old sod with a sod cutter, hand tools or by hand.
6. Preparing the soil using a rototiller or hand tools.
7. Hauling in and adding new soil, soil amendments, and mulch.
8. Smoothing soil with hand rakes in small areas, or using a box or mat drag to level large areas.
9. Grading and hand raking seedbeds to prepare soil to receive seed.
10. Seeding, reseeding or installing new sod.
11. Adding topdressings of organic matter and applying appropriate fertilizer.

Assists in the installation of sprinkler systems by:

12. Digging trenches for pipes using hand tools or power trencher.
13. Laying and connecting pipes, wires, valve boxes, controllers, and sprinkler heads.

Performs custodial work in buildings, parks and recreational areas including:

14. Maintaining and making minor repairs to facilities.
15. Emptying trashcans, removing litter, cleaning and sanitizing restrooms, gym floors, and specialized buildings.

Maintains sprinkler systems by:

16. Cleaning, adjusting and repairing sprinkler heads, and repairing minor leaks or clearing line debris from irrigation systems.
17. Setting and adjusting clocks.
18. Repairing and replacing risers and swing joints.

Does routine and preventative maintenance on hand and power tools, and equipment including:

19. Oiling, greasing, and gassing power mowers, cultivators, adjusting belts and blades, etc.
20. Sharpening hoes, spades, and other tools.
21. Removing rust from tools.

Assists on performing the following tasks:

22. Waters, cultivates, and mulches plants, trees and shrubs, and weeds planter beds, walkways, and grassy areas.
23. Mows and edges lawns, parkways, and sports fields using hand and power mowers, power edgers, blowers and line trimmers.
24. Ensures healthy growth of lawns, aerifies and thins, or removes thatch by using aerifiers, and verticutters.
25. Fertilizes plants, trees, shrubs, and lawns using hand, and power spreaders.
26. Trims smaller trees, shrubs and ornamentals with pole saws, pole pruner, lopping shears, hand saws and/or pruning shears, and cleans up debris; or may prune using a boom truck.
27. Raises tree branches, shapes, and thins shrubbery, and pinches back plants to improve appearance and provide clearance.

28. Identifies diseased or unhealthy plants, shrubs, lawns, and trees, informs his/her supervisor of the problem, and under direction may treat the affected plants, shrubs, lawns or trees with the application of pesticide.
29. Installs stakes and restakes trees as required and ties trees to stakes with rubber tree ties to ensure proper growth, and to prevent damage.
30. Rakes leaves and washes and sweeps walks; picks up trash; and cleans, sifts, and levels sand in children's play areas to remove broken glass and other debris.
31. Fills out job orders and provides written lists to supervisor requesting necessary supplies.
32. Reports accidents and injuries, and fills out the appropriate forms.
33. Insures safety of the public in city owned property and right of way by identifying and removing hazards, roping off hazardous areas, and notifying appropriate personnel.
34. In connection with watering hillsides and newly planted areas, monitors irrigation system to ensure minimum runoff and erosion of the hillsides and newly planted areas
35. Under general supervision trims, thins, and replants bare spots in ground covers.
36. As a member of a crew, assists in landscaping projects including installation of lawns or planting or transplanting of trees, shrubs, and ornamentals.
37. Uses a variety of hand tools including but not limited to aerators, mowers, rakes, picks, axes, long pole pruners, lopping shears, pruning shears, hand saws, shears, shovels, mattocks, sledgehammers, hammers, hoes, floor brushes, street, and push brooms, squeegees, hoses, wrenches, spades, pole saws, augers, stake drivers, drags, line markers, screwdrivers, spading forks, mops, water broom, and hand-sprayers.
38. Uses a variety of power hand tools including but not limited to edgers, hedge trimmers, blowers, line trimmers, chainsaws, vacuum cleaners, hand sprayers, jack-hammer, and compacter.
39. Operates power equipment including but not limited to renovators, spray rigs, rototillers, aerifier, cultivators, power vacuums, edgers, sod cutters, and various types of power mowers, floor buffer, pressure washer, trenchers, brush chipper, and stump cutter.
40. Operates 1/2 ton and 3/4 ton pick-up trucks, 1 1/2 ton flatbed trucks and 3-5 yard dump trucks, and may operate skip-loader tractor, boom trucks, golf carts, and skidsteer.
41. Performs a variety of assigned tasks, under close supervision, in environmentally adverse conditions, such as extreme heat, cold, rain, loud noise, wetlands, restoration areas, endangered species habitats, energized areas and around energized equipment.
42. Assist in setting-up traffic control, median center islands, and right of ways.
43. Documents and directs landscape maintenance work under the work force (community service) program, count referrals, and direct other volunteers, and part-time employees.

44. Assists or performs troubleshooting of irrigation systems and its components.
45. Under direction may work handling vegetation and pest control: applying pesticide, trapping insects and rodents, removing hives and nests and otherwise controlling pest population with traps and bait boxes.
46. Responsible for ball diamond maintenance, including but not limited to: daily leveling and preparation of the infield surface, periodic installation of base anchors, pitching rubbers, and home plate.
47. Performs maintenance of golf courses such as sand trap maintenance, setting-tees, and changing cups.