



## PARKS AND RECREATION DEPARTMENT



### A. **JOB TITLE – SEASONAL LANDSCAPING**

### B. **DEFINITION**

This position will assist the Landscape and Urban Forester Manager in creating and maintaining the gardens and green areas throughout the City of Mishawaka. This position reports to the Landscape Supervisor and works independently.

### C. **EQUIPMENT USED**

- |             |                       |                   |
|-------------|-----------------------|-------------------|
| 1. Computer | 5. Fax machine        | 9. Handheld radio |
| 2. Shovel   | 6. Pruning tools      | 10. Trimmers      |
| 3. Phone    | 7. Copier             |                   |
| 4. Rake     | 8. Lawncare equipment |                   |

### D. **JOB LOCATION**

Approximately 80% of work time is spent in the field at all City parks, specialty parks, City Hall and building grounds or City street parkways with remaining time in the Park office.

### E. **PHYSICAL REQUIREMENTS**

Employee must be able to stand, walk, climb, bend, stoop, kneel, crawl, sit, reach, balance, enter and exit a vehicle frequently and lift up to 40 pounds unassisted and have manual dexterity to operate tools and equipment.

### F. **ENVIRONMENTAL / WORKING CONDITIONS**

Employee must work outside in a variety of weather conditions including excessive heat, intense sun, wind, rain, and snow. Inside is a climate-controlled office environment.

### G. **ESSENTIAL FUNCTIONS OF THE JOB**

Planting trees, shrubs, plants and flowers in City parks, specialty parks, City Hall and building grounds and maintenance of same. Supervise a group of seasonal full-time employees.

### H. **ADDITIONAL EXAMPLES OF WORK PERFORMED**

1. Trim trees and shrubs for vigor and appearance
2. Application of pest controls, weed controls, and fertilizers as required.
3. General cleaning and maintenance of all park areas as required.
4. Off season duties to include, but not be limited to, cleaning, repairing and painting of park equipment and facilities.

### I. **REQUIRED KNOWLEDGE AND ABILITIES**

1. Proven ability and experience in horticulture
2. Ability to read plans and blueprints
3. Ability to work independently.
4. Willingness to continue education in specialized horticultural techniques
5. Ability to relate effectively with co-workers and public.
6. Possess basic office skills.
7. Ability and willingness to operate power equipment such as chain saws, bobcat/GEHL and stump grinders.

### J. **QUALIFICATIONS**

1. Must pass pre-employment drug screen
2. Must have a valid driver's license
3. High School Diploma or equivalent preferred