



Title: Landscaping Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to coordinate and engaged in landscaping and grounds-keeping activities. This is accomplished by performing such duties as landscaping, pruning trees and shrubs, and cultivating lawns. Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules maintained. Other duties include Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mulching, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | L | Landscaping City Properties by plant or maintain vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning; inspect completed work to ensure conformance to specifications, and standards requirements; schedule work for crews depending on priorities, crew or equipment availability, or weather conditions. | 90% |
| 2 | L | Maintenance of tools by inventorying supplies of tools; ensure that sufficient supplies are available and items are in usable condition; inspecting equipment, structures, or materials to identify the cause of errors or other problems and/or defects. | 10% |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Over one year up to and including three years. |
| Supervision | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. |
| Human Collaboration Skills | Work requires regular interaction involving exchange and receipt of information. |
| Freedom to Act | Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Fiscal Responsibility | This job title has no budgetary/fiscal responsibility |
| Reading | Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Math | Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Writing | Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid operator's license |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | | |
|---|--|---|---|---|--|
| Sedentary | Light | X | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously <small>2/3 or more of the time.</small> | F Frequently <small>From 1/3 to 2/3 of the time.</small> | O Occasionally <small>Up to 1/3 of the time.</small> | R Rarely <small>Less than 1 hour per week.</small> | N Never <small>Never occurs.</small> |
|--|--|--|--|--|
|--|--|--|--|--|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | F | Observing Work Site; Observing Work duties; Communicating with Co-Workers |
| Sitting | O | Driving |
| Walking | F | To other offices/departments/equipment; Around Work Site |
| Lifting | F | Supplies; Equipment |
| Carrying | F | Supplies; Equipment |
| Pushing/Pulling | O | Equipment; Hose |
| Reaching | O | |
| Handling | F | |
| Fine Dexterity | R | Calibrating Equipment |
| Kneeling | F | |
| Crouching | R | |
| Crawling | R | |
| Bending | F | |
| Twisting | R | |
| Climbing | O | Ladder |
| Balancing | O | Ladder |
| Vision | F | Driving; Observing work site |
| Hearing | F | Listening to Equipment |
| Talking | F | Communicating via telephone/radio, to co-workers/public |
| Foot Controls | O | Driving |
| Other (specified if applicable) | | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Vehicle, and telephone.

ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -Health and Safety Factors- | |
|------------------------------------|---|
| Mechanical Hazards | F |
| Chemical Hazards | O |
| Electrical Hazards | O |
| Fire Hazards | O |
| Explosives | N |
| Communicable Diseases | N |
| Physical Danger or Abuse | O |
| Other (see 1 below) | |

| -Environmental Factors- | |
|--------------------------------|---|
| Respiratory Hazards | D |
| Extreme Temperatures | D |
| Noise and Vibration | D |
| Wetness/Humidity | D |
| Physical Hazards | M |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, safety vest, and face mask.

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|--------------------|
| Time Pressure | F |
| Emergency Situation | O |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 2 below) | |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|--|---------------------|---|
| Office Environment | | Vehicle | |
| Warehouse | | Outdoors | X |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Created: 5/8/2012