



Community Gardener (Part-Time)

EEO Class Code: Laborers & Helpers

Union Status: Unclassified

FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Public Works

Supervises: None

Position Reports To: Assistant Public Services Director

Sworn: No

Job Specifications

NATURE OF WORK

Under supervision by the Assistant Public Services, the Community Gardener position entails both physical gardening labor and coordination of community garden events. It also involves knowledge of gardening, fruit tree pruning, and landscape maintenance. The Community Gardener must have problem solving skills and the ability to work without constant supervision once tasks are learned and assigned.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Community Gardener include but are not limited to:

- Responsible for both the community garden and agro eco garden, which for purposes of this job description will be called community garden.
- Perform routine maintenance of the community garden such as fertilization, planting, landscaping, and other assigned tasks or projects as requested.
- Layout, plant, trim, weed, fertilize, and apply mulch to flower and landscape beds.
- Clean graffiti from community garden if necessary.
- Conduct pressure wash in community garden paths and signs.
- Secure the community garden.
- Introduce new plants, herbs, fruits, and vegetables to the community garden.
- Engage in community outreach initiatives related to the community garden.
- Assist in the coordinating of community events.
- Promote sustainable gardening practices.
- Empty all garbage in the community garden and maintain a clean, neat, and presentable environment.

- Maintain a clear community garden by clearing rubbish and litter from the garden and grounds.
- Give presentations to community groups, organizations, and stakeholders.
- Set up and breakdown of chairs, tables, and other equipment for community garden activities and events.
- Pick-up and dispose of dead animals if needed.
- Receive procured items for community garden by loading and unloading materials, as necessary.
- Notify and report needed materials and supplies.
- Visually check equipment and conduct repairs on a regular basis by confirming equipment is operational, serviced and cleaned.
- Conduct the installation and maintenance of irrigation systems, equipment, and related components.
- Conduct repairs of irrigation systems as needed.
- Assist and support Public Services division maintenance crew as needed.
- Conduct emergency preparedness activities in the event of a natural or man-made disaster and serve as essential personnel for relief and clean-up efforts.
- Abide by general safety practices while conducting daily work, including wearing protective equipment such as eye/face protective gear, ear protection, gloves, steel-toe boots, and other equipment as necessary based on the tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Community Gardener should have:

- Knowledge of equipment, materials, and tools used in minor construction, gardening and landscaping maintenance, utilities, and routine painting work.
- Knowledge of proper safety practices, procedures and regulations applied to work being performed.
- Skill in the use and care of tools, equipment, and materials.
- Skill in establishing and maintaining good working relationships with other Town employees and the public.
- Ability to take oral and/or written instructions.
- Strong familiarity with gardening practices, herbs, plants, fruits, and vegetables.
- Ability to work comfortably outdoors in a variety of weather conditions.

MINIMUM REQUIREMENTS

- Valid Florida Driver's License.
- High School Diploma or GED equivalent.
- Proficiency in the English language.
- Minimum of one (1) year of experience in gardening, landscaping, or a related field.
- Master Gardener certification or related certification preferred.

An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, and hearing.
- Must be able to perform heavy work exerting, moving, or carrying up to fifty (50) pounds of force occasionally.
- The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events, activities, and emergencies.