

# **GARDENER 1**

## **GENERAL**

Under the supervision of a senior Gardener, the incumbent assists in the landscaping and maintenance of grounds on government-owned and leased properties.

## **TYPICAL DUTIES**

- Maintains lawns by sodding, reseeding, rolling and mowing and by operating related equipment.
- Plans and weeds flower beds.
- Applies fertilizers, pesticides and herbicides.
- Plants and prunes shrubs, hedges and trees.
- Participates in greenhouse cultivation and transplanting operations.
- Assists with snow and ice removal from area roadways, building entrances and parking lots during winter months.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

- Working knowledge of maintenance requirements of grounds and greenhouses.
- Ability to operate related grounds-keeping equipment.

### **Education, Training and Experience**

Grade X education with some related experience.

### **Physical Standards**

Physically capable of performing the duties assigned.

“This information is available in alternate formats upon request.”

## **GARDENER 2**

### **GENERAL**

Under the limited supervision of a senior Gardener, performs and supervises the performance of landscaping and maintenance on the grounds of government-owned and leased properties. The Gardener 2 level differs from the Gardener 1 level in that the incumbent supervises employees at the Gardener 1 level OR the incumbent is totally responsible for the landscaping and ground maintenance of a provincial building complex and supervises employees at a lower level.

### **TYPICAL DUTIES**

- Maintains lawns by sodding, reseeding, rolling and mowing and by operating related equipment.
- Plants and weeds flower beds.
- Applies fertilizers, pesticides and herbicides.
- Plants and prunes shrubs, hedges and trees.
- Participates in greenhouse cultivation and transplanting operations.
- Assists with snow and ice removal from area roadways, building entrances and parking lots during winter months.
- Supervises employees by assigning duties and checking work for completion.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

- Knowledge of maintenance requirements for grounds and greenhouses.
- Ability to operate related grounds-keeping equipment.
- Two to three years of related experience.

#### **Physical Standards**

Physically capable of performing the duties assigned.

## **GARDENER 3**

### **GENERAL**

Under the supervision of the Gardener 4, the incumbent is responsible for the implementation and supervision of a grounds landscaping and maintenance program for government-owned and leased properties in a designated district.

### **TYPICAL DUTIES**

- Supervises the preparation and production of flowers, bedding and decorative plants and shrubs and other greenhouse operations.
- Supervises the planting and maintenance of lawns, plants, trees and shrubs in order to ensure that grounds are kept neat and attractive.
- Prepares daily work schedules and maintains timesheets and personnel records.
- Supervises winter maintenance, and snow and ice removal from area roadways, building entrances and parking lots.
- Maintains a suitable inventory of plants, supplies and equipment and ensures the maintenance of equipment and machinery.
- Establishes and enforces safety procedures for the protection of employees and the public.
- May assist the Gardener 4 in program planning and development.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

- Considerable knowledge of landscape gardening and grounds maintenance practices.
- Knowledge of the different types of trees, shrubs, plants and lawns and their production and care.
- Knowledge of herbicides, pesticides and fertilizers and their uses.

#### **Education, Training and Experience**

Grade XII education with some horticultural training or three to five years of related practical experience.

#### **Physical Standards**

Physically capable of performing the duties assigned.

## **GARDENER 4**

### **GENERAL**

Under the supervision of the Director of Operations, the incumbent is responsible for the development, implementation and control of a grounds landscaping and maintenance program for government-owned and leased properties throughout the province.

### **TYPICAL DUTIES**

- Develops landscape plans for new buildings and properties and for the improvement of existing properties.
- Schedules and supervises planting and maintenance programs for lawns, plants, trees and shrubs in order to ensure that grounds are kept neat and attractive.
- Selects, schedules and supervises the production of flowers, plants, trees and shrubs in greenhouses and the nursery or may purchase the same where necessary.
- Selects pesticides, herbicides and fertilizers as required and ensures that an adequate inventory of all supplies and planting stock is maintained.
- Determines equipment needs and schedules maintenance of equipment and machinery.
- Ensures winter maintenance, and snow and ice removal from roadways, parking lots and building entrances.
- Prepares and administers a budget and maintains work related records.
- Inspects contracted landscape work.
- Prepares and conducts an employee training program in conjunction with other government departments.
- May liaise with other government departments, Municipal Parks Boards, organizations and the general public as required.
- Establishes and enforces safety procedures for the protection of employees and the public.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

- Thorough knowledge of landscape gardening and grounds maintenance practices.
- Knowledge of the different types of trees, shrubs, plants and lawns and their production and care.
- Knowledge of herbicides, pesticides and fertilizers and their uses.

**Education, Training and Experience**

Grade XII education with a diploma course in Horticulture and five to eight years of related experience.

Some administrative experience.

**Physical Standards**

Physically capable of performing the duties assigned.