



Job Description

General Information

Position Title: Landscape Maintenance Level 2

Department: Maintenance & Operations

Date: July 18, 2013

Reports to: Manager of Grounds Services

Location: Physical Plant

FLSA Classification:

(circle one)

Non-Exempt (Hourly)

Exempt (Salaried)

Position Summary

The Landscape Maintenance Worker Level 2 is responsible for the maintenance of the Colleges trees, shrubs, flower beds (both perennial & annual) as well as weekend and night snow removal and maintenance as directed by management.

Responsibilities (Essential Functions) Include % of time spent for each Essential Function

We expect each employee to act in a professional manner and to comply with the College's Community Values. We expect that each employee will share the common values of respect and decency toward one another, as outlined in the college's Strategic Plan.

- Responsible for the maintenance of all the College's flower, tree, and shrub beds using Horticultural best practices and written departmental procedures. This includes but is not limited to planting, amending sites, cultivating, mulching, and weeding (hand and/or mechanical), pesticide/herbicide spraying, disbudding, fertilizing, watering, disease & pest control, & bed sanitation.
- Performs pest management utilizing Integrated Pest Management (I.P.M) practices.
- Plants seeds, annuals, perennials, and bulb flowers in all landscaped areas.
- Controls the growth of weeds in lawn areas, shrubs, and flower beds using hand or mechanical tools.
- Plants trees, hedges, & shrubs. Prunes and trims trees and shrubs as needed.
- Cares for and removes trees, shrubs and brush as needed.
- Protects landscape collections from deer utilizing deer fencing and repellent sprays. Installs and maintains deer fencing.
- Maintains and repairs dried laid stone walls
- Removes trash, litter, and other debris from beds and other campus areas. Performs complete seasonal spring and fall bed clean up including but not limited to litter removal and composting.
- May work as assigned in support of other Grounds department requirements.
- Sets-up and supports various campus events and supports all other Physical Plant departments.
- Position is required to work a reasonable amount of overtime based on seasonal requirements as determined by the college.
- May be required to work night and weekend shift during the winter months. (Posting through normal bidding process.)
- Performs other duties as assigned.



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Education and Previous Experience Requirements

- High School Diploma plus a minimum of three (3) years experience in the landscape maintenance field with experience in perennial gardens, landscape installations, bedding plants, and trees & shrubs maintenance. Degree from a Technical or Vocational school preferred. Equivalent combination of education and experience will be considered.
- Valid driver's license required.

Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner.

- Knowledge of methods and techniques used to effectively perform skilled landscape maintenance of College properties.
- Knowledge OSHA regulations, personal protective equipment (PPE), and safe handling of chemicals pesticides and other hazardous materials.
- Knowledge of methods, materials, tools, and equipment used in landscape maintenance and repair.
- Knowledge of standard procedures and best practices in the maintenance of landscape tools, machinery, and equipment.
- Ability to obtain a Category 3A DEC Commercial Pesticide License within 90 days from date of hire.
- Ability to productively operate power equipment including: tractors, front end loaders, back hoe, large and small trucks, snow removal equipment, reel and rotary lawn mowers of all sizes, and other power equipment necessary to perform job responsibilities.
- Ability to understand and effectively follow both oral and written instructions and procedures.
- Ability to recognize and select appropriate materials for assigned projects.
- Ability to maintain cooperative, professional, and respectful working relationships with all employees, contractors, vendors, and business partners of the college.
- Ability to work independently or in a team oriented environment.
- Problem solving and time management skills.

Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Use				
Is repetitive use of hand required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Simple grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (above shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (below shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 26-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 51-75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List any other Physical requirements that you feel are important to performing this position:

- The ability to work inside and outside in a variety of weather conditions exposing incumbents to extreme heat and cold.
- The ability to wear personal protective equipment (PPE) in the form of an air purifying respirator is an essential job function of all athletic grounds workers since they typically are involved in the following activities:
- Work with pesticide, herbicide, fungicide, and fertilizer applications in accordance with OSHA regulations.

As such, all athletic grounds workers must be medically fit and pre-qualified to wear an air purifying respirator, through participation in the college's respiratory protection program.



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Reviewed and Approved: (Sign and Date)

Department Manager/Supervisor: _____ **Date:** _____

Department Director/VP: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Union Representative (If Applicable): _____ **Date:** _____