

BOROUGH OF LEMOYNE

“The little town that has it all!”

JOB DESCRIPTION

JOB TITLE: HORTICULTURAL WORKER

STATUS: Part Time, Seasonal, Non-Exempt

DEPARTMENT: Maintenance

REPORTS TO: Maintenance Department Supervisor

PURPOSE: The purpose of this position is to aid Borough Council in providing for the health, safety, and welfare of the residents of the Borough by planting, caring and maintaining certain flora owned by Borough. The primary area of responsibility will be the Market Street Rain Gardens, which are an important component of the Borough Municipal Separate Storm Sewer System. The employee’s activities are performed outdoors in conjunction with the Maintenance Department and are subject to the supervision and review by the Maintenance Department Supervisor.

ESSENTIAL DUTIES & PERFORMANCE RESPONSIBILITIES:

1. Plant, care and maintain the flora of the Market Street Rain Gardens in accordance with accepted best practices and published maintenance guidelines. *KEY RESULT AREA
2. Work with, and occasionally instruct, volunteers and Borough staff on the same. *KEY RESULT AREA
3. Maintain a proactive approach to functioning of the Rain Gardens as a Storm Water Management Best Management Practice.
4. Assist the Maintenance Department in the care and maintenance of other flora such as Shade Trees and plantings in Borough parks.
5. Assist volunteers in planting, caring and maintaining of the Market Street Pollinator Pots.
6. Assist Borough Council by conducting public outreach efforts to enlist volunteers to assist with maintaining the Rain Gardens and Flower Pots and coordinating those efforts with the Borough Manager’s Office.
7. Schedule educational workshops and create opportunities for volunteers and the public to learn about Storm Water Management Best Management Practices.
8. Perform other related duties as assigned by the Maintenance Department Supervisor or Borough Manager.

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MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge:

General knowledge of horticulture including planting, pruning, mulching, and perennial care of plants and trees in planting beds and containers;

Good understanding of how Rain Gardens function as a Storm Water Management Best Management Practice;

Organizing and scheduling work projects for volunteers;

Preparing and presenting informational talks on horticulture subjects;

Read, write, speak, and understand the English language.

Mental Abilities:

Understand, follow and convey complex oral and written information. Learn new tasks and procedures and computer applications.

Physical Abilities:

Walk, bend over, and keel. Operate common gardening tools. Operate a small truck. Communicate with others. Work outdoors in hot, humid summer conditions. Occasionally lift up to 25 pounds.

Experience and Training:

Verifiable experience in plant and tree care aspects of horticulture in a private and/or public environment. Training and certifications such as Master Gardener, Community College Training Certificate, Tree Vitalize or Tree Tender certificate, PA Landscape and Nursery Assn. Pennsylvania Certified Horticulturalist (PCH), and/or Landscape Industry Certified Technician (CLT)

High School diploma or the equivalent.

Clearances and Licenses:

Current Pennsylvania Drivers License.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. Salary will be paid on a bi-weekly basis.
2. Salary will be approved on an annual basis by the Borough council.

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APPROVAL OF THIS JOB DESCRIPTION BY BOROUGH COUNCIL: April 9, 2015

REVISED:

_____, President of Borough Council

EFFECTIVE DATE: April 10, 2015

ACKNOWLEDGEMENT BY EMPLOYEE: