

**Position Title: Gardener** \_\_\_\_\_

**Position No.: BLA 526046** \_\_\_\_\_

### **13. BASIC FUNCTION OF POSITION**

Maintains all gardens, lawns, undeveloped land and paved area at assigned location(s). The incumbent may be assigned to work at government owned or leased properties. Some tasks shall be assigned for after normal Consulate working hours. Performs basic gardening functions independently and advanced functions under supervision. Operates all types of trade related motorized equipment and hand tools. Responsible for light maintenance of gardening equipments.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. Gardening**

**(90% of time)**

- Manages materials and equipment to complete objectives in the most efficient and safe manner, responsible for equipment security.
- Mows, scarifies and aerates fine lawn areas and utility lawn areas. Operates all types of lawn mowers from basic push type to heavy-duty ride-on self-propelled mowers. Operates scarifying and aerating machinery.
- Trims or selectively trims all hedges and shrubs. Operates various types of power and hand tools.
- Prune and cut down small trees, larger units under supervision. Operates a chainsaw, gas powered mulcher and various types of hand tools. Performs these tasks in a safe manner to both people and property.
- Removes / Replants plants, shrubs, trees and seasonal flowers.
- Applies Environmental protection agency approved chemical fertilizers, insecticides and herbicides as directed to control pests and undesirable growth. Operates a chemical sprayer in safe manner.
- Misc. operations: clearing, blowing, edging, fertilization, sod cutting, etc. Operates specialized mechanical equipment to complete the required task and also heavy duty mechanical blower, back-pack blower, gas trimmer, gas edger, with fertilizer spreader, gas sod machine, mulcher, etc.
- Transport workers, machinery, gardening material and debris.

- Sweeps parking and driveways. Operates a power sweeper and vacuum machine. A portion of this is to be performed after normal Consulate working hours. Operates automatic sprinkler system.
- Performs simple mechanical adjustments and maintenance, cleans all types of powered and manual equipment and machinery. Responsible for keeping equipment operating according to the manufacturer's recommendations. Operates hand and power tools, blade sharpening equipment, power cleaning equipment.
- Maintains a nursery, propagates and maintains replacement plants.
- Incumbent is responsible for meeting relevant ICASS performance standards.

**B. Other duties as assigned**

**(10%)**

Responding to emergency situations 24/7, such as spillages or leaks. Informs supervisors of any defects found relating to both Gardening equipment and the general material condition of the Consulate properties. Performs additional maintenance duties and tasks as required by the Maintenance Supervisor / Facility Manager.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: Completion of Secondary School.
- b. Prior Work Experience: Three years of practical experience in gardening.
- c. Post Entry Training:

One year on the job training of safe operation of powered gardening tools Use of Environmental Protection Agency (EPA) Approved pesticides.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization (sp/read):

Level I English speak. Level II Hindi or Marathi speak and read.

- e. Job Knowledge:

Knowledge of current best practices in Gardening & horticultures methods, materials and plants. Knowledge of the safe handling of gardening tools and gasoline or electrically operated gardening machineries. Operation and minor adjustments of drip and sprinkler system. Use of proper pesticides/ insecticides/ Herbicides.

f. Skills and Abilities:

Must have good knowledge in selecting plants / fertilizers / micronutrients. Identifying pest Infestation & plant disease and corrective action. Must be able work as part of team, follow Instructions and possess the ability to work mostly unsupervised. Good customer service Skills are essential.

**16. POSITION ELEMENT**

- a. Supervision Received: Maintenance Supervisor, BLN-526001
- b. Supervision Exercised: May on occasion supervises contracted gardening laborers.
- c. Available Guidelines: Instructions from Supervisor, annual gardening maintenance plan, follow established trade practices of gardening and horticulture manuals and guidelines, equipment manuals and Material Safety Data sheets (MSDS)
- d. Exercise of Judgment: Ability to follow gardening maintenance plan without constant supervision and instruction. Work independently with some discretion on how to complete objectives. Organizes materials and equipment to complete work in the most safe and efficient manner. Ability to operate high powered and physically dangerous equipment in a safe manner to protect himself, other persons and physical property.
- e. Authority to Make Commitments: None
- f. Nature, Level, and Purpose of Contacts: Frequent and direct contact with colleagues, supervisor, USG employees to complete assigned task. May work with USG employees, dependents if assigned to a residential property. Often works with colleagues as team.
- g. Time Expected to Reach Full Performance Level: One year