



Job Description

Department: Horticulture

Job Title: OYEI (Oregon Youth Employment Initiative) Crew Leader

Full Time

Part Time

Admin/Manager

Position Overview:

The purpose of the project is to employ youth ages 15-25, both in school and out of school. Out-of-school youth typically have limited work histories and require guidance in choosing an occupation and securing a career. In-school youth benefit from academic enrichment and work-based learning. These youth will work in stewardship of the gardens, the oak grove, Rediscover Forest and wetlands at The Oregon Garden, with an emphasis on training them to understand the requirements of gainful employment. Our goal is to create a meaningful and educational work experience, which will instill work ethic and increase employability. This includes the ability to follow instructions, an understanding of punctuality and reliability, appropriate interaction with the public, and the values associated with working as a team.

The Crew Leaders will lead their team in assisting with the overall garden maintenance of The Oregon Garden.

Supervision Received:

Position is supervised by the Horticulture Manager and Assistant Horticulture Manager.

Supervision Exercised:

Position will coordinate activities and duties of OYEI (Oregon Youth Employment Initiative) seasonal staff.

Essential Functions:

1. General Garden maintenance
 - a. Maintains & beautifies gardens and other landscape features to a high standard.
 - b. Effectively supervises assigned staff.
 - c. Plants and cultivates annual flowers, perennials, bulbs, groundcovers, shrubs, trees, etc.
 - d. Carries out weeding, raking, ditching, digging, mulching, composting, etc.
 - e. Prepares soil and applies fertilizers.
 - f. Keeps paths, trails and roads clean and safe.
 - g. Prunes various plants as needed; deadhead flowers.
 - h. Helps install, repair and maintain irrigation systems.

- i. After suitable training, demonstrates safe and proper use of all standard horticultural machinery and equipment.
 - j. Mows grass, edges lawns, and operates other lawn-maintenance machinery as requested.
 - k. Undertakes small construction projects, including, but not limited to drainage, edging, pathways, beds, retaining walls, and trails.
2. Involved in the hiring and termination of all members of team.
 3. Training of assigned staff - teaching them to perform all required duties of their job descriptions, meeting the standards of The Oregon Garden.
 4. Maintains a daily evaluation of all members of team and discusses evaluation with individuals on a weekly basis.
 5. Serves as a spokesperson for The Oregon Garden and OYEI when necessary and represents the Garden in a professional and polite manner to all visitors and industry representatives.
 6. Greets guests professionally and responds to their needs with a focus on ensuring a quality guest experience.
 7. Assists as needed in Garden-related events to ensure the success of the event and a positive experience for Garden visitors.
 8. Works with fellow horticultural staff members in other “Areas” as needed.
 9. Performs other duties as assigned by the Horticulture Manager or General Manager.

Knowledge, Skills and Abilities:

1. Ability to speak, read and write English, including effective written & verbal communication skills. (Second language a positive attribute.)
2. Ability to demonstrate excellent customer service - providing the Garden guest information upon request.
3. Ability to manage detailed record keeping with minimal error.
4. Computer skills: word processing and spreadsheets (preferably Word and Excel).
5. Ability to establish and maintain effective working relationships with guests, co-workers, contractors, vendors, and other persons encountered in the course of daily duties.
6. Ability to effectively communicate policy and mediate disputes in a professional manner.
7. Ability to prioritize work, meet time deadlines, and maintain reliable work attendance.
8. Ability to learn technical operation of equipment.
9. Must be able to stand for long periods of time, have good mobility, and work at a fast pace.
10. Ability to lift 50 pounds on an infrequent basis.
11. Must be available to work irregular shifts, including nights, weekends, and holidays.

12. Must have a valid driver's license and ability to operate the Garden's vehicles and equipment.
13. Ability to exert considerable physical effort throughout a normal eight-hour workday in a variety of weather conditions.

Experience and Training:

One year previous supervisory and horticulture experience required - or a combination of experience and education - which provides the applicant with the desired skills, knowledge and ability to perform the job.

Learning Development Demands:

Reasoning- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Mathematical- Add, subtract, multiply and divide all units of measure. Perform the four operations with common and like-decimal fractions. Perform arithmetic operations involving monetary units.

Reading- Read a variety of materials such as magazines, books, internet information, and safety rules.

Speaking- Speak to guests with poise and confidence, using correct English grammar and well-modulated voice.

Writing- Write reports and essays with proper format, punctuation, spelling, and grammar - using all parts of speech.

Physical Job Description:

Typical Working Conditions:

Mostly outdoors with constant exposure to the elements: hot summer days and cold, wet winter days. Some exposure to chemicals, pollen, and noise associated with power equipment.

Typical Equipment Used:

Hand tools, loppers, hedge-trimmers, pitchforks, shovels, rake, mowers, weed-eaters, blowers, sprayers, gators, roto-tillers, tractors, computers, and phones.

Essential Physical Tasks:

Weeding, pruning, digging, raking, planting, staking, fertilizing, watering, and occasional keyboarding. Must be physically able to use all equipment listed above.

Specialized Demands:

Constantly (over 66% of the time)

Frequently (34%-66% of the time)

Occasionally (1%-33% if of the time)

Rarely (less than 1 hour per week)

Lifting

1-20 pounds, frequently

21-50 pounds, occasionally

51+ pounds, rarely

Pushing/Pulling

1-20 pounds, constantly
21-50 pounds, frequently
51+ pounds, rarely

Driving

Automatic transmission, frequently
Manual transmission, rarely

Other

Constantly standing, squatting, bending.
Constantly using fine dexterity, grasping/holding, using hands in repetitive motions.
Frequently kneeling, reaching over shoulder, reaching over head/outward, crawling, climbing, walking on uneven or slippery surfaces.
Occasionally sitting.

Acknowledgment

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description is intended to create a contract of employment of any type. Employment is “at-will” and may be terminated at any time by the employee or the employer with or without cause or notice.

Signature of Employee

Date