



## Job Description

**Department: Horticulture**

**Job Title: OYEI (Oregon Youth Employment Initiative) Crew Member**

**Full Time**

**Part Time**

**Admin/Manager**

### **Position Overview:**

Daily activities may range from:

Mulching, mowing, edging, deadheading, watering, planting, fertilizing, staking, dead-heading, pruning, hand weeding, operating hand tools and power equipment such as hand pruners, saw, pitchfork, shovel, rake, rototiller, leaf blower, mower, weed-eater, etc., and performing other routine garden maintenance tasks.

Other duties may include:

Greenhouse operations, nursery operations, wetlands projects, irrigation projects, and small landscaping projects.

### **Supervision Received:**

Position is supervised by the OYEI Crew Leaders.

### **Essential Duties:**

1. Maintain & beautify gardens and other landscape features to a high standard.
2. Plant and cultivate annuals, groundcovers, shrubs, trees, perennials, bulbs, etc.
3. Carry out weeding, raking, ditching, digging, composting, mulching, etc.
4. Prepare soil and apply fertilizers.
5. Keep paths, trails and roads clean and safe.
6. Prune various plants as needed; deadhead flowers.
7. Help install, repair and maintain irrigation systems.
8. After suitable, approved training, use all machinery and equipment.
9. Mow grass and edge lawns; operate other machinery as requested.
10. Undertake small construction projects, including but not limited to drainage, edging, paths, beds, retaining walls, and trails.
11. Greets visitors professionally and responds to their needs with a focus on ensuring a quality guest experience.
12. Will assist as needed in Garden-related events to ensure the success of the event and a positive experience by the Garden visitor.

**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 establish and maintain effective working relationships with guests, co-workers, contractors, vendors, and other persons encountered in the course of daily duties.
4. Ability to effectively communicate policy and mediate disputes in a professional manner.
5. Ability to prioritize work, meet time deadlines, and maintain reliable work attendance.
6. Ability to learn technical operation of equipment.
7. Must be able to stand for long periods of time, have good mobility, and work at a fast pace.
8. Ability to lift 50 pounds on an infrequent basis.
9. Ability to exert considerable physical effort throughout a normal six-hour workday in a variety of weather conditions.

**Experience and Training:**

Previous gardening or landscape maintenance experience desirable.

**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 days. Some exposure to pollen, and noise associated with power equipment.

Typical Equipment Used:

Hand tools, loppers, hedge-trimmers, pitchforks, shovels, rakes, mowers, weed-eaters, blowers, computer.

**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.

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Signature of Employee

Date