

# The Olander Park System

<b>JOB TITLE:</b> Horticulture Assistant	<b>REPORTS TO:</b> Horticulture Specialist
<b>LOCATION:</b> 6930 Sylvania Avenue, Sylvania, Ohio	<b>STATUS:</b> Part-Time; Seasonal

## **GENERAL DESCRIPTION AND SUMMARY:**

The horticulture assistant position works during peak growing season assisting the Horticulture Specialist in all aspects of standard bed maintenance. Duties involve landscaping, grounds maintenance, bed preparation, planting, fertilizing, weeding and watering. Have basic plant and pests identification skills. Have some knowledge of greenhouse operation. Able to operate power tools such as leaf blower, weed whip, gas edger. Work in all weather conditions during peak summer months.

## **WORK HOURS:**

A flexible work schedule including evenings, weekends, & holidays.

## **PHYSICAL ASPECTS:**

Must be physically able to provide First Aid and CPR (Certification training provided on the job.) Must be able to move or travel to various work locations; and the ability to remain in a stationary position, and move weights up to 50 pounds. The ability to work in a cold/hot environment with proper protection for sustained periods of time. Ability to perform moderate physical actions while training and working.

## **STANDARD EXPECTATION:**

1. To work as a member of the team to achieve a common goal.
2. To promote the mission and core values of the park system.
3. To respect self and others.
4. To abide by park system policies, protocols, and procedures.
5. To conduct self in a professional manner. Remember that you are a reflection of the park system.
6. To attend staff meetings and other training to enhance your skills.
7. To deliver services in a culturally competent manner.
8. To support the park system's efforts in gaining new or keeping existing levies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Help propagate and transplant natives in the greenhouse.
2. Planting, weeding, mulching and general maintenance of the native flower beds and natural areas.
3. Works with staff and volunteers in the cultivation, installation and maintenance of native plant material and landscaping.
4. Performs minor custodial duties related to maintenance of greenhouse and native planting materials.
5. Ability to work in all weather conditions
6. Ability to work as part of a team as well as unsupervised

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

1. Accepting, non-judgmental, positive attitude.
2. Respectful towards customers, coworkers, and supervisors.
3. Ability to think clearly and objectively.
4. Ability to remain calm under stressful situations and make sound decisions.

5. Landscaping knowledge
6. Plant identification knowledge

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age or older. Possess a valid Ohio Driver's License with an acceptable driving record.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.