



**Amherst College**  
**Office of Human Resources**

**JOB DESCRIPTION**

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Title: Gardener

Department: Landscape and Grounds Reports to title: Grounds Supervisor

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 1/31 /2020

Job group and Level AO-3 Regular Daily Work Schedule: \_\_\_\_\_ to 3:30PM  
7AM

Pay Type: Weekly X Monthly \_\_\_\_\_ Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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1. Summary of Position:

The Gardener supports the efforts of the Landscape and Grounds Department with planning and executing landscaping operations. Ensures proper maintenance of all horticultural aspects on the campus are carried out. Assists in the planning, organizing and implementing new plants and renovations, as well as provides labor and equipment operation and support for all aspects of grounds work as required.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

The position is designated as providing essential services and may be required to report to work, or remain on duty even though the College is closed. Our work is central to student life and their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times and emergency call-ins may be required. The work schedule may vary and corresponds to the College's operational needs, but generally is Monday through Friday.

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## 2. Principal Duties and Responsibilities:

**75%** - Provide labor support for all horticultural aspects of the campus community including pruning, trimming, weeding, fertilizing, spraying, repairing damaged areas, grading terrain, seeding, transplanting shrubs and plants, and brush, leaf and snow removal.

**10%** - Operate department equipment including trucks, utility vehicles, tractors, saws, lawn mowers, tools, and snow equipment as needed. Inspect and perform minor and basic equipment maintenance.

**5%** - Assist Special Services with the setup for special functions including commencement, reunion, freshman orientation, etc. Support office moves as needed.

**5%** - Assist Design and Construction with the planning and/or preparing of landscape projects including inspection, work planning, maintenance, plant labeling, repair operation, and purchasing of materials.

**5%** - Perform other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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## 3. Internal-External Interaction/Communication:

Straightforward operational communications and interactions with students, parents, faculty, coaches, and staff. May also provide, obtain, and receive information externally through Summer Program groups, vendors, and contractors.

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## 4. Education: (include certifications and licenses)

### Required:

- High School diploma or equivalent
- Specialized training in the culture and maintenance of many types of plants
- Pesticide and hoisting licenses (or ability to obtain within 6 months of hire)
- A valid driver's license and successful credentialing is required in order to operate college vehicles.

### Preferred:

- Associates degree in Landscape/Horticulture
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## 5. Experience: (List specific skills necessary to perform this job)

### Required:

- Strong written and verbal communication organizational and time-management skills including the ability to plan, organize and multi-task when priorities change frequently
- CORI check
- General knowledge in the selection and maintenance of plants
- Experience in the operation of motorized vehicles and equipment; trucks, tractor, chainsaw, general landscaping tools

- Ability to work with garden design drawings
- Knowledge and Experience in Irrigation maintenance and water conservation
- Basic computer skills

Preferred:

- 1 year of related vehicle operation and equipment use

DOT Requirements for operating a CMV (operation of a vehicle in excess of 10,000 lbs (GVWR, or more than 9 passengers)

- Completion of CMV Driver Application
- Able to read and speak English
- Employment verification for preceding 3 years
- State driving record
- Driver History Check for preceding 3 years
- Complete a road test
- 21 years or older
- DOT physical certifying the operation of vehicles weighing more than 10,000 pounds.
- Drug and alcohol test

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Lift, push, pull and/or carry up to 50 lbs. or more with assistance
- Repetitive motions including fingers, hands, wrists, arms, feet, and knees
- Movements include reaching, kneeling, bending, crouching, crawling, and ascending/descending stairs
- Standing, sitting, and walking for extended periods of time
- Visual-close concentration with manual dexterity
- Outdoor elements including exposure to fluctuations in temperature and weather conditions

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7. Decision Making:

Determines how to carry out job responsibilities and makes operational/tactical decisions following established guidelines and procedures. Decisions and actions are regularly reviewed by supervisor.

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8. Supervision Exercised/Received:

Moderate supervision received. Position may supervise casual employees and at times full-time labors

when performing associated gardening duties.

Supervisory Responsibility: Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Employees Supervised: \_\_\_NA\_\_\_

