

**AUB**

**JOB DESCRIPTION**

**JOB TITLE:** Gardener

**DEPARTMENT:**

**DIVISION:** Physical Plant

**SECTION:**

1. **BASIC FUNCTION:**

Performs as directed various gardening tasks such as planting, transplanting, fertilizing, spraying, watering, and pruning related to the cultivation of trees, shrubs, flowers and grass lawns. Includes trimming trees and shrubs, removal of unwanted weeds, raking and collecting leaves and debris for disposal.

2. **DUTIES PERFORMED:**

- a. Receives detailed verbal instructions from supervisor, prepares the required tools, and performs the work as directed.
- b. Performs planting and transplanting of trees, shrubs, flowers and grass. Involves building borders, preparing the area (leveling, furrowing, etc.), embedding seeds, planting grass roots etc., as directed.
- c. Tends to the cultivated area to promote growth. Involves watering (by hand or through the sprinkler systems), spraying with insecticides, spreading of fertilizers, etc. , as directed by supervisor.
- d. Trims and/or prunes hedges, shrubs and trees on regular and seasonal basis: uses shears or saw as required, to achieve predetermined shapes as directed. Also cuts grass on lawns, using motorized lawn mower where feasible.
- e. Rakes and sweeps leaves and other debris from gardens, yards, and roads and collects in designated spots for pick—up.
- f. Performs other similar or related duties, as assigned, such as observing fire and safety regulations, cleaning and storing tools used, assisting in loading disposal truck, removing unwanted weeds, etc.

3. **WORK CONTACTS:**

Routine contacts with immediate associates.

4. **INDEPENDENCE OF OPERATION:**

Reports to Grounds General Supervisor and receives work directions from Head Gardener.  
Works according to detailed instructions under close supervision.

**5. SUPERVISORY RESPONSIBILITY:**

None.

**6. PHYSICAL EFFORT:**

Moderate to intensive physical effort involving walking, standing, bending, pulling, pushing and the use of gardening tools, approximately 90% of the working time.

**7. WORK CONDITIONS:**

Extensive exposure to prevailing weather conditions (100%) and to water and dirt.

**8. MINIMUM REQUIREMENTS:**

- a. No formal education is required.
- b. 2 years' experience in gardening.