

City of Boardman
Job Description
Landscape Maintenance Worker
Summer Position 6/1/2015-9/30/2015

GENERAL POSITION SUMMARY:

Works under the direction of the public works director. Some training and direction will be provided by operators and skilled utility workers. Must be able to follow instructions and work independently. Performs a variety of work from manual labor to operation of light to moderate heavy equipment and ground maintenance and ground maintenance. Responsible for the cultivation and care of the landscaping and grounds surrounding buildings, plants flowers, mows, pulls weeds, repair structures and maintains outside of buildings.

DUTIES AND RESPONSIBILITIES:

An employee in this classification may perform any tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Perform grounds keeping and building maintenance duties.
2. Mow lawns either by hand or using a riding lawnmower.
3. Trim and edge around walls, flower beds and walls.
4. Landscape by planting flowers, grass, shrubs and bushes.
5. Apply fertilizer to ground to enhance growth.
6. Perform routine maintenance duties such as applying plaster, fixing fountains and other duties.
7. Must be able to SAFELY run hand and power tools
8. Must be able to read, understand, and speak English.
9. Sweep walkways of debris.
10. Cut down tree limbs that are posing a danger.
11. Trim shrubs and pull weeds.
12. Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
13. Install lawn furniture.
14. Rake, mulch, and prune the grounds as needed.
15. Install rock, cement, lighting, water and furniture.
16. Water plants and grass as needed.

EDUCATION & EXPERIENCE:

High school diploma or equivalent preferred. Must have the ability to understand and carry out oral and written instruction, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position. Must be 18 years of age.

QUALIFICATION REQUIREMENTS:

Must have a valid Oregon State Driver's License.
Bilingual in Spanish is a Plus

This is a temporary position with no expectation of continued employment past September 30, 2015. This position is for 30-40 hours per week.

Compensation: This position is paid hourly at a rate of \$12.50. No other benefits are provided.