

EXHIBIT A

Job Description

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for the given position.

JOB TITLE: Seasonal Gardener Laborer **DEPARTMENT:** Public Works

REPORTS TO: Head Gardener

HOURS: As posted by current schedule

JOB SUMMARY: Assist Head Gardener with the daily tasks of maintaining all Town owned landscaped areas and gardens by planting, weeding, fertilizing and watering.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO: Seasonal preparation of all bedding areas include covering and uncovering, soil amendment, fertilization, mulching, planting, cutting back and pruning of plantings.

1. Daily maintenance of all landscape areas to include watering, fertilizing, deadheading and weeding of landscape beds, trees, hanging baskets and concrete planters.
2. Assist with planting of new materials such as annual, perennials, bulbs, shrubs and trees into established gardens.
3. Creation of new landscapes including shoveling, raking and tilling.
4. General park maintenance such as collecting trash from public area receptacles, maintaining doggie poop stations and may include mowing, trimming, watering and fertilization of grass areas and rights of ways.
5. Application of herbicides for noxious weed control utilizing specialty spray equipment. Manual and mechanical weed control as well as knowledge to identify basic noxious weeds.
6. Perform special projects and miscellaneous duties such as event and function set-ups as directed by a Supervisor.

RESPONSIBILITIES:

Working with the other Public Works staff, install, maintain and repair Town owned assets so they are in safe and functional condition.

The Gardener will:

- Promote a professional, cooperative and problem solving atmosphere;
- Arrive to work per posted schedule, and in appropriate attire;
- Have the ability to adhere to weekend and on-call scheduling as posted;
- Conduct all business in a professional and courteous manner and may occasionally be required to teach, or give instruction to co-workers; and
- Ensure the safety of all staff, citizens and Town owned property by reporting unsafe conditions and/or suspicious activity to the Supervisor, PWD or Town Manager.

ACCOUNTABILITIES:

This is a line staff position that reports to the Head Gardener.

QUALIFICATIONS:

Must be 16 years of age with a valid driver's license required at date of hire.

Good vision and hearing (with corrections ok). Requires continual standing, sitting, walking, stooping, crouching, bending, reaching, fingering, handling, shoveling, kneeling and eye-hand coordination. Must be able to lift and carry weights of approximately 50 lbs. and, push and/or pull weights of approximately 150 lbs. Must be able to work safely in areas subject to high traffic volumes.

Environmental conditions range from extreme heat and cold to wet and humid, mold, noise, dust and fumes. Must be able to safely handle industrial and hazardous chemicals.

The town reserves the right to revise and change job duties as the need arises. This job description does not constitute a written or implied contract of employment.