



# TOWN OF MONROE

## PUBLIC WORKS DEPARTMENT

7 Fan Hill Road  
Monroe, CT 06468  
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[www.monroerec.org](http://www.monroerec.org)

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### **JOB DESCRIPTION**

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**Job Title:**

Seasonal Gardener

**Reports To:**

General Foreman or Master Gardener

**Department:**

Public Works

**Union Affiliation:**

N/A

**FLSA Classification:**

Non Exempt/Seasonal

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### **DESCRIPTION**

**I. Job Summary**

Plant, develop and maintain ornamental gardens, plants and trees throughout Town.

**II. Essential Duties and Responsibilities**

- Plants, transplants, fertilizes, applies chemicals, waters, prunes, and weeds flower beds and plant areas.
- Maintains flowers, bushes, trees, and shrubs.
- Plants and propagates bedding plants.
- Maintains pesticide application records and other records as assigned.
- Operates motor vehicles to transport materials and equipment.
- Ensures proper care in the use and maintenance of equipment and supplies; maintains and promotes continuous improvement of workplace safety and environmental practices.
- Complete all required OSHA and in-house training programs.
- Performs miscellaneous job-related duties as assigned.

**III. Minimum Qualifications**

- A. Education: High School Diploma or equivalent. Some basic knowledge of horticulture methods and materials, landscaping and cultivation of trees and plants.
- B. Experience: Minimum age of 18, preferable 21 years or older. Two years prior experience in similar job capacity preferred.
- C. Skills and Abilities: Ability to understand and follow specific instructions and procedures. Ability to operate motor vehicles. Ability to use hand and power tools applicable to trade. Ability to operate and maintain various pest control equipment. Ability to perform grounds maintenance tasks. Ability to lead and train staff and/or students. Ability to understand, follow, and enforce safety procedures. Ability to maintain accurate records. Ability to foster a cooperative work environment.

**IV. Physical Requirements**

Requires strenuous physical work including lifting, pushing, or pulling of objects over 50 pounds. Availability to work during growing season (April through October).

**V. Work Environment**

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. This could involve exposure to unusual elements such as extreme temperatures, chemicals potentially biohazardous materials, dirt, dust, fumes, smoke, and/or loud noises.