

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Park Maintenance - Landscape & Horticulture

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Performs all aspects of landscape and general park maintenance, including the care of the park's understory plantings, perennials, formal and naturalized gardens, lawns, and plantings of seasonal interest. This position is supervised by the Horticulture Supervisor/Horticulturist.

This position is classified as an Intermittent employee. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion. Intermittent positions are not eligible for benefits.

WORK PERFORMED.

80% General Maintenance. Maintains flower beds and landscape in Shawnee County parks. Duties include weeding, planting, and work in the greenhouse. Uses power equipment in duties - applies only to employees eighteen (18) years of age or older.

10% Customer Service. Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals.

10% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Plant material or willingness to learn.
- Help with input of daily activities in data collection system.
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.

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PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.	X				Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.	X				Twisting			X		Cramped Body Position	X			
Pushing/Pulling	X				Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity			X	
Hearing			X		Lifting-50 lbs.			X						

EQUIPMENT USED

18 & Older

Mowers

Leaf Blowers

Weedeater

Soil knife

Hand Pruner

Shovel

Misc. hand tools

16 & Older

Soil knife

Misc. hand tools

Shovel

Hand Pruner

MINIMUM QUALIFICATIONS

- Sixteen (16) years of age.
- For employees eighteen (18) years of age or older - requires a Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2). **Must be eighteen (18) years of age or older to be able to operate a County-owned vehicle.**
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than

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five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- May be required to work weekends.
- Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee’s Signature / Printed Name	Date
Administering Supervisor’s Signature / Printed Name	Date
Appointing Authority’s Signature / Printed Name	Date

Created: 9/19
Revision History: 04/23