POSITION DESCRIPTION

POSITION TITLE: Public Works Maintenance - Parks - Horticulture

DEPARTMENT: Public Works

DIVISION: Parks

ACCOUNTABLE TO: Parks Working Foreman

STATUS: Regular Full-Time, Non-Exempt

POSITION SUMMARY: To perform skilled work involving horticulture and gardening activities; maintain City flowers, prairies, shrubs, trees and landscape beds. To perform other public works related functions including turf management, building repair and maintenance, grounds maintenance, ice rink maintenance. Seasonal snow removal from City sidewalks, streets, parking lots, trails, and park facilities also required.

MAJOR AREAS OF PERFORMANCE:

1. Performs floral grounds maintenance functions including planning, ordering, planting, fertilizing, and spraying of public space floral gardens and planters. Includes annual and perennial flower beds.

2. Performs a variety of horticulture tasks, including tree and shrub trimming, removal, and planting. Strategically plans, prepares, and supervises tree and shrub maintenance plantings on city property, including downtown area and at parks.

3. Schedules daily tasks for seasonal horticulture staff.

4. Performs various maintenance duties in the Parks Division including:
   • Turf, grounds and building maintenance in parks system, City owned buildings and various open spaces.
   • Maintenance of City facilities including various carpentry, plumbing, roofing, electrical and masonry repairs/improvements.
   • Trims trees, sprays and cuts weeds, and cuts grass.
   • Construction and maintenance of playground equipment.
   • Concrete work related to parks and City sidewalk program.
   • Maintains municipal parks and parks equipment, ball diamonds, and skating and hockey rinks.

5. Performs operation of snow removal equipment on City streets, sidewalks, parking lots and trails.

7. Required to be on periodic 24-hour emergency call-out.

8. Responsible for personal job site safety and safety of co-workers.

9. Performs duties in other divisions of Public Works as assigned, including streets, water and sewer, and other duties as apparent or assigned.
EXAMPLES OF PERFORMANCE CRITERIA

- Work is completed on schedule.
- Provides prompt follow-up to work orders with ongoing status updates once completed or when pending action may still be required.
- Exercises good judgment in prioritizing work assignments.
- Communicates in a responsive, considerate and respectful manner.
- Maintains effective work relationships with general public, supervisors and coworkers.

MINIMUM QUALIFICATIONS

- Associates Degree in horticulture or related field or a Highs School Diploma with 5 years’ experience in commercial horticulture or landscape design, installation and maintenance.
- Two years’ experience in horticulture related industry.
- Possession of valid Minnesota Driver’s License and Minnesota Class B Commercial Driver’s License with air brake endorsement or ability to obtain within six (6) months of hire date.
- Establish residence and provide personal transportation in a manner that allows emergency response to White Bear Lake Public Works garage within twenty (20) minutes.

DESIRABLE QUALIFICATIONS

- Advanced degree in horticulture or related field.
- Four years’ experience in horticulture related industry.
- Possession of Minnesota Class A Commercial Driver’s License with air brake endorsement.
- Certified tree inspector.
- Bilingual.

PHYSICAL REQUIREMENTS:

Work can require climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, feeling, standing, walking, talking and hearing. Work performed with fingers, hands and wrists by picking, pinching, typing, grasping and occasionally exerting up to 100 pounds of force. Requires visual acuity sufficient to operate a motor vehicle, machines, electric tools, a computer terminal and make observations of facilities or structures. Work can occur in a wide variety of environmental conditions with activities occurring inside and outside.

Approved:

City Manager          Date
This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of White Bear Lake is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.