

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Gardener	Name
----------------------------------	------

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Properties/ Property Management/ Government Centre Area/ Legislature Grounds & TPM Buildings	Ministry Infrastructure
-----------------	-------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------

Present Class	Requested Class
---------------	-----------------

Cost Center

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Gardener position plans, plants and carries out year-round site maintenance of the Legislature Grounds, providing clients and visitors with a clean, safe and visually appealing public environment. They perform a range of general tasks including flower bed and container design, propagation, pruning, and renewal of outdoor spaces as well as soil remediation and integrated pest management tasks.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Plans, creates, and maintains the Government Centre grounds for clients and visitors, utilizing accepted Horticultural industry standards and innovative ideas, while staying within budget and pre-set operational timeframes and constraints.

- Operates greenhouse for annual flower production.
- Assist with planting layouts, oversees installation and performs follow up maintenance of flower beds.
- Provides spring and fall preparation of planting areas.
- Provides container gardens, and seasonal changeover displays. Ex. Xmas planters
- Works closely with summer student staff to manage planting and maintenance workload.

Provides clients and visitors with safe year-round site access, utilizing scheduled maintenance activities, proactive trouble shooting, quick response times and task appropriate procedures, products and equipment.

- Provide snow and ice removal and sanding of slippery surfaces.
- Provide clean sidewalks, and gutters of greenhouse.
- Pool Maintenance

Provides manpower assistance, under Department policy and guidelines, to various Ministries and organizations in the public launching of program initiatives and the staging of special events.

- Assists with working some events held on the Legislature Grounds Ex. Canada Day, Alberta Day

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Provides a greenhouse production program using annuals, perennial and tropical plants to supply Government Centre and one other site in the Capital Region.
- Experience in plant identification, landscape design and layout skills are required to select plant varieties and create new and unique flower bed designs each year. Decisions must factor in a variety of changing site conditions, planting dates and available materials.
- Provides an integrated pest management program (IPM) for greenhouse implementation, utilizing a combination of biological controls, pesticides and visual inspection and recognition of various pest challenges within the greenhouses as well as outdoors on the grounds.
- Evaluates nutrient requirements of greenhouse crops and develops custom feeding programs based on visual

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- observations of growth, color, and vigour of crops and prevailing growing conditions.
- Implements changing seasonal maintenance functions for all exterior areas of the site, while accommodating a variety of interactions with clients and visitors on a continuing basis.
- Most duties are performed with minimal supervision. Uses initiative and proactive approach to maintenance requirements (such as deadheading flowers before bud production declines, carries out trials of new bio-control agents for the greenhouse operation). Items of significant budget implication or of policy interpretation are referred to Supervisor.
- Carries out all maintenance functions in a safe manner, as outlines in OH&S regulations. Duties are completed in all weather conditions.
- Performs a wide range of landscape and greenhouse soil preparation maintenance tasks important to preservation, seeding, cultivation, transplanting of existing plants; including but not limited to planting, weeding, watering, fertilization, pruning, IPM and pesticide application as needed.
- Implements detailed landscape plans, oversees installation and performs follow up maintenance of annual, perennial, tree, shrub and tropical mixed flower beds.
- Operate a motor vehicle to transport materials and equipment, as required.
- Maintains general care of greenhouse facility, horticultural tools and technical instruments.
- May assist in various maintenance activities as required, eg. snow removal.
- Operating heavy equipment Ex. Manlift, tool cat.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Requirements

- Experienced in Horticultural and/or landscape maintenance with a minimum of 2 years
- Certified Journeyman Landscape Horticulturalist or degree in horticulture biology/botany
- Greenhouse Pesticide License
- Organizational and Communication Skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Math Skills; requiring the ability to perform addition, subtraction, multiplication and division to calculate percentages and decimals, and estimating for quantities
- Physical ability to perform some climbing and lifting up to 50 lbs.
- Requires extensive physical ability to kneel, sit, stand, walk, bend, stoop and reach for extended periods-of-time.
- Exposure to elements such as extreme temperatures, dirt, dust, fumes and loud noises.
- Schedule flexibility that allows working weekends, holidays and evenings for annual watering schedule.
- Valid Class 5 Drivers License

Assets

- Landscape Pesticide License
- Standard First Aid
- WHIMIS
- Lift ticket
- Fall protection

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Facilities Managers, Trades Staff, Grounds Staff, Contractors, Consultants.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide Page 15)
N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide Pages 15-16).
Update job description.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff MUST be attached (see Writing Guide Page 17).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

_____	_____	_____
Name	Signature	Date

Facilities Manager

_____	_____	_____
Name	Signature	Date

Director

_____	_____	_____
Name	Signature	Date

Division Director

_____	_____	_____
Name	Signature	Date