

July 2017



## **CITY OF THE VILLAGE OF INDIAN HILL POSITION DESCRIPTION**

**TITLE:** Part-time Arboretum Seasonal Worker

**DEPARTMENT:** Administration

**SUPERVISOR:** Rowe Arboretum Manager

**FUNCTION:** The Part-time Arboretum Seasonal Worker is responsible for beautifying and maintaining the landscape and garden areas by working directly with the Rowe Arboretum Manager.

### **REPRESENTATIVE LIST OF RESPONSIBILITIES:**

- Maintenance of trees and shrubs, young and mature, utilizing accepted cultural practices with regard to pruning, mulching, fertilizing, planting, weeding and debris removal. Assorted pruning tools and saws will be used. All brush will be sorted and moved to appropriate locations.
- Maintenance, improvements, and repairs of grounds such as the deer protection fencing, gravel pathways, and other drainage issues.
- Care and maintenance of the Arboretum Center and the equipment which includes cleaning floors, walls, windows, fixtures, and repairs.
- Assists in researching and selecting new plant material, installing plant identification tags, inventorying beds, documenting associated plant database information.
- Records and updates plant history records and the labeling of specimens.
- Assists in membership mailings and label making.
- Assists in preparing articles written for the Village bulletin and increasing publicity opportunities for the Arboretum.
- Proper care to the eastside Arboretum grounds to include honeysuckle removal and replanting with new specimens for the collections.
- Propagation of plant specimens for replacements, trading, and plant sales.
- Assists in managing volunteers, visitors and tour groups.

**SUPERVISION:** none

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6525 Drake Road, Cincinnati, OH 45243  
513-561-6500

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**CIVIL SERVICE STATUS:** Exempt

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- High degree of integrity, maturity, initiative and self-motivation.
- Must be able to follow directions and work independently as well as part of a team.
- Must have ability to manage volunteers.
- Must be detailed-oriented.
- Excellent verbal and written communication skills are essential due to communicating with volunteers and visitors.
- Working knowledge of Microsoft Outlook, Publisher, Word and Excel.
- Plant identification skills helpful.

**EQUIPMENT USED:**

Computer including word processing, spreadsheet, database and various software programs, copy machine, fax machine, printer, telephone and other small office equipment; light to heavy equipment such as tractor/loader, gator, all-terrain vehicle, loader, pickup truck, snow plow; chain saws, pole saw and other hand powered and non-powered hand tools; mowing and fertilizing equipment, 3-4-gallon hand sprayers, 100-gallon trailer sprayer, aerator, vertical mulching/earth drill, blowers, string and hedge trimmers, and other similar mechanical equipment and tools.

**PHYSICAL REQUIREMENTS OR RESTRICTIONS FOR POSITION:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Generally, requires physical effort to stand, bend, stoop, kneel, crawl, climb, push, pull, carry, lift and walk. Must have ability to perform Heavy to Very Heavy work that involves occasional lifting, carrying, pushing or pulling objects, equipment and supplies 50 to 150 lbs. and frequently lifting, carrying, pushing or pulling objects, equipment and supplies 25 to 50 lbs. Must be able to constantly lift, move or carry up to 10 to 20 lbs. Must have physical ability for planting and transplanting trees, shrubs, and herbaceous specimens. This includes ball and bur-lapping, transporting, digging, watering with hoses or buckets, and moving fertilizer, mulch, stones or gravel, potting mixes, and bird seed. Requires ability to use broom, mop, floor buffer, vacuum sweeper, standard small hand tools, and other necessary equipment to maintain facilities. The employee is frequently exposed to wet and/or humid conditions and vibration. Work is frequently performed outdoors in inclement weather at City facilities and work sites. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Requires ability to work flexible hours (to include nights and weekends).

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**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

High School diploma or equivalent. Must possess experience in maintaining buildings and grounds, and/or landscaping. Experience in formal garden care, propagation of plants and maintenance of mechanical equipment is preferred.

**LICENSES OR CERTIFICATIONS:**

Must have ability to obtain ODA pesticide commercial applicators license upon employment. Must possess a valid Ohio Driver's License.

**SIGNATURES:**

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Incumbent	Date	Supervisor	Date
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**The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.**