



Career Service Authority
Gardening Technician

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GENERAL STATEMENT OF CLASS DUTIES

Assists in training gardening volunteers and performs research on plant problems to assist the public.

DISTINGUISHING CHARACTERISTICS

This is a single class.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs complex coordination of a large staff of volunteers.

ESSENTIAL DUTIES

Answers inquiries for information and provides the public with specific plant care information.

Resolves a variety of problems within a defined scope.

Performs research or arranges for expert consultation on plant disorders.

Analyses data and available information on plant care and disorders and prepares summary reports to assist the public in caring for their plants.

Utilizes a computer to input information/data and to create, edit, compile, manipulate, and retrieve files and/or databases and creates reports.

Maintains organized computer and paper files for staff and volunteer access.

Operates word processing equipment to create, format, print, and revise letters, reports, forms, labels, and other printed materials.

Assists volunteers to respond to public inquiries concerning plant care, disorders and uses.

Trains and schedules volunteers.

Arranges meetings and conferences and organizes information for participants, some off-site.

Utilizes microscope to identify insects and other agents harmful to plants.

Collects and assists in accounting for training fees and revenue from sales of publications.

Attends minimal but regular off-site meetings.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Interpersonal Skills- Shows understanding, courtesy, tact, empathy, concern, develops and maintains relationships and works as a team; may deal with people who are difficult, hostile, and distressed; relates well to people from diverse backgrounds and situations; is sensitive to individual differences.

Oral Communication- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others and attends to nonverbal cues; responds appropriately.

Integrity/Honesty- Contributes to maintaining the integrity of the organizations; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Reading- Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Writing- Recognizes or uses correct English, grammar, punctuation, and spelling. Communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Teaching Others- Helps other learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

Customer Service - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Self Management - Sets well-defined and realistic work goals, monitors progress and is motivated to achieve, manages own time; attends to continuing education to stay current on plant-related developments and deals with stress effectively.

Knowledge of book and online research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and formulate logical recommendations.

Knowledge of various types of vegetation and plant life sufficient to be able to identify harmful agents and insects.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Skill in utilizing computer software to accomplish a variety of tasks.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object from one level to another.

Pulling: exerting force on an object so that the object is away.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering an object 10-15 pounds.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth perception: ability to judge distance and space relationships.
Field of vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color vision: ability to distinguish and identify different colors.
Mathematical Reasoning
Memorization
Oral Comprehension
Spatial Orientation
Written Comprehension

Working Environment:

Subject to many interruptions
Pressure due to multiple calls and inquiries
Handles absentee replacement on short notice.
Exposure due to soil, plants, and insects.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

One year of paid or volunteer experience managing or leading volunteers.

Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure and Certification:

Requires a valid Colorado Class "R" Driver's License at time of application.
Requires successful completion of a Master Gardener Program upon contingency of Master Gardener Program availability or probationary period whichever comes first.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 12/16/2003

REVISED BY: Jayne Lujan

CLASS HISTORY Revised into the new spec format including competencies.