



Longview Independent School District

JOB DESCRIPTION

GARDENER

| | | | |
|--------------------|--------------------|--------------------------|-----------------|
| JOB TITLE: | Gardener | WAGE/HOUR STATUS: | Non-Exempt |
| REPORTS TO: | Grounds Supervisor | TERMS: | 10 Months |
| DEPARTMENT: | Maintenance | PAY GRADE: | Manual Trades 1 |

PRIMARY PURPOSE:

Plan production of the garden, repair and maintain fences, plant, maintain, and harvest vegetables and fruit

QUALIFICATIONS:

Minimum Education/Certification:

None specified

Special Knowledge and Skills:

- Possess physical strength, organizational skills, management skills, people skills, analytical and critical thinking skills
- Ability to work in a variety of weather or land conditions
- Ability to perform basic arithmetic operations
- Hardworking and ability to multitask
- Ability to operate large mechanical equipment and harvest tools across all weather conditions

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsible for planning production
2. Repair and maintain fences
3. Harvest and reap vegetables and fruits
4. Tilling soil, plowing, hoeing, weeding, fertilizing, some planting
5. Promote teamwork and interaction with fellow staff members



Longview Independent School District

JOB DESCRIPTION **GARDENER**

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Comply with district policies, as well as state and federal laws and regulations
7. Adhere to the district's safety policies and procedures
8. Maintain confidentiality in the conduct of district business
9. Must be able to perform the essential functions of walking and interacting with district employees in the specific work site assigned
10. Demonstrate regular and prompt attendance
11. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Large mechanical equipment, garden and hand tools

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; repetitive hand motions; work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold temperatures, excessive noise, fumes, and toxic chemicals; frequent district-wide travel; state travel may or may not be required; prolonged use of computer terminal possible; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



Longview Independent School District

JOB DESCRIPTION **GARDENER**

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020