

# IOWA STATE FAIR JOB DESCRIPTION

**POSITION: NURSERY WORKER I**

**TYPE OF POSITION: FULL TIME**

**HOURS OF WORK: HOURS VARY**

**EFFECTIVE DATE:**

**NAME OF IMMEDIATE SUPERVISOR:**

**NAME OF EMPLOYEE:**

## **WORK DUTIES**

Assists Nursery Worker II in the operation and maintenance of landscaping work.

### **TIME % DUTIES**

30% Assists in the care of all trees and shrubs.

- Operates power saws and hand saws in the pruning process so that trees and shrubs are kept healthy and attractive.
- Trimmings and clippings are hauled away so that the public is in no danger and job site is kept clean and attractive.
- Evaluate, select, and apply herbicides and or pesticides for care and prevention of disease and pests.

35% Plant and maintain annual and perennial flower beds.

- Prepares seed beds.

- Plan and design layouts of flower beds so that an optimal visual effect is created, using colors, sizes and texture to best effect.
- Monitors beds and plantings so that the health and appearance of the beds at the end of the season is optimal, allowing nutrients to be restored to the soil.
- Ability to efficiently operate various types of power equipment associated with grounds maintenance.

25% Work outside of the nursery department.

- Works with other skilled and unskilled employees doing routine maintenance to buildings, equipment, and grounds.
- Complies with all established safety rules and regulations so that the public and fellow employee's safety and health are never jeopardized.
- Works in the winter months assisting in snow removal.
- Works to facilitate mulching needs before, during, and after rain events.
- Will be diligent in helping keep the streets, walks, grass, and garden areas free from debris and trash.
- Works with maintenance staff in off season to assist with interim events.

10% Keep accurate records.

- Records time and materials so that the budget can be maintained.
- Plans and orders materials in a timely manner so that a schedule can be planned and adhered to.
- Reports all personal injuries and safety violations so that a safe work environment is maintained.
- Keeps an accurate and current vehicle log so that the vehicles can be properly maintained and repaired.

## **COMPETENCIES REQUIRED:**

- Knowledge of the practices, procedures, and equipment for raising flowers, plants, trees and shrubbery.
- Knowledge of the procedures followed to protect flowers, trees, and shrubbery from attacks by insects and diseases.
- Knowledge of symptoms of common diseases and insect pests which may attack plants.
- Knowledge of common plants and flowers generally used in garden and floral displays.
- Ability to understand and execute oral and written instructions as required to, raise and care for plants.
- Ability to operate and maintain gardening tools, equipment, and materials skillfully and safely.
- Display high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest or unethical behavior.
- Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manor. Committed to quality service.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Responds appropriately to supervision. Follows policy and cooperates with supervisors.
- Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.
- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.
- Must have a valid driver's license.
- Must be able to wear a respiratory.

## **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS:**

- Experience equal to five years of full time work growing, transplanting and cultivating flowers, plants, trees and shrubs. This required experience can be a combination of work or education in the area of Horticulture, Dendrology, or studies in Landscape Architecture.
- Must have, or be able to obtain an applicators certification for Commercial, Noncommercial and Public Pesticide application.

**ESSENTIAL FUNCTIONS:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to read, have a valid driver's license. Be able to safely and efficiently operate hand power tools related to gardening, landscaping, tree removal and tree pruning. Be able to safely and efficiently operate rakes, shovels, spades, hoes, wheelbarrows, and pruning shears. Routinely handle a 50lb load, work outdoors and wear a respirator. While performing the duties of this job, the employee is regularly required to stand, walk and sit, use their hands to finger, handle, and maneuver or feel objects, tools or controls. They must reach with their hands and arms; climb or balance themselves; stoop, kneel, crouch, or crawl; be able to talk and hear. Vision requirements are that the employee must see well, either naturally or with correction, and must have good peripheral vision. The employee must be able to hear well either naturally or with correction.

**THE WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee frequently works near machinery. The employee is frequently exposed to wet, hot, cold, and or humid conditions. The majority of this work is on un-level, rough terrain. The employee will frequently be working outdoors or in unheated structures. The noise level may be very loud.