

Lakewold Gardens

GARDEN RANGER

Job Description

Job Title: Garden Ranger

Department: Horticulture

Reports To: Garden Manager

FLSA Status: Non-exempt position

Pay Scale: \$10.00 per hour

Summary: To provide a variety of safety, security, maintenance, and public service duties.

Essential Duties and Responsibilities include the following:

- Opens the garden to the public in the morning and closes it at night.
- Walks the various roads and trails before Lakewold is opened to the public to identify any newly developed hazardous conditions. Eliminates such hazards, if possible, or otherwise closes off a hazard area to public use.
- If a serious hazard develops that cannot be mitigated on scene, such as a severe windstorm, closes the garden to the public. Promptly notifies supervisors of such actions and of any newly observed hazards.
- While never performing police duties beyond verbal requests, observes public use of Lakewold to assure compliance with normal standards of garden use. Observes visitor use in order to protect plants and animals from harm and generally maintains a peaceful climate for visitor use. Responds to vehicles and pedestrians who inappropriately enter the grounds without first checking in at the tour office, and takes corrective action. Calls for Lakewood Police for response to serious offenses.
- Responds to visitor and employee emergencies, including illnesses, injuries, and property damage accidents. Takes appropriate action commensurate with certifications. Completes incident reports and submits to the supervisor.
- Restocks and maintains first aid kits and supplies. Checks and maintains smoke alarms. Checks fire extinguisher service tags and reminds supervisors to have them serviced when expiration dates approach.
- Performs a variety of light maintenance duties as needed or assigned. The garden ranger must be alert to any obvious maintenance needs that may have suddenly developed and takes corrective action within his/her capacity to do so.
- Routinely runs power blower to clear parking lots and walking areas of debris. Rakes leaves and other debris from lawns. Picks up litter left by visitors or special event guests.
- When so assigned, operates other power equipment tools such as lawn mowers, edges, trimmers, and chippers. Routinely uses such non-power equipment as rakes, brooms, hoes, shovels, pitch forks, pruners, pool skimmers, etc.
- Maintains pathways, repairs potholes and redresses with gravel.
- Assists in cleaning grounds, including garbage cans and ashtrays, remove outdoor litter and assists with recycling efforts.
- Waters lawn, shrubs and other supplemental container plantings.
- Repairs fences, gates, walls, and walks.
- Cleans out drainage ditches, culverts, drywells, gutters and flat roofs.
- Assists with miscellaneous building repairs, including painting, repairing and minimal cleaning.
- Maintains clean appearance of hardscaping, pathways and drives including cleaning and minor repair.
- Assists with event set-up, breakdown and clean-up.
- Works with volunteers in a courteous and respectful manner.
- Performs a variety of visitor assistance duties, including setting ramps and otherwise assisting disabled persons, leading docent tours if so qualified, and responding to emergency needs including accidents, injuries, and property damage. Writes incident reports.
- Assists other staff members with special events operations including assisting with parking lot management, directing foot and vehicular traffic, assisting with shuttle operations, and posting signs. May be assigned or volunteer for various special projects which are normally one-time undertakings.
- Other duties may be assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.

Teamwork - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Organizational Support - Follows policies and procedures; Supports organization's goals and values. Respects diversity. Works ethically while communicating the Mission and Vision Statement of Lakewold Gardens.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations: Good driving record with current license. CPR/First Aid.

Other Skills and Abilities: Must be able to safely operate routine gas-powered grounds maintenance equipment to include mower, edger, line trimmer, and backpack blower.

Physical Demands/Work Environment: The physical demands and work environment of this job are detailed on the next page. These parameters are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand. The employee must regularly lift and /or move up to 50 pounds.

While performing the duties of this job, the employee is almost exclusively required to work outdoors and frequently in inclement weather.

Appropriate dress and behavior are expected at all times.

Signature _____ Date _____

12317 Gravelly Lake Dr. SW • Lakewood, WA 98499 Mailing Address: P.O. Box 39780 • Lakewood, WA 98496-3780

253-584-4106 • Fax 253-584-3021 • www.lakewoldgardens.org

REVISED 092308

GARDEN RANGER

PHYSICAL REQUIREMENTS OF THE JOB

Physical Requirements

- NP** Not Present
- O** Occasional (up to 25% of time)
- F** Frequent (26%-74% of time)
- C** Constant (75% or more of time)

Parameters

<u>Requirement</u>	NP	O	F	C	(e.g., # lbs., % of time, what, where)
• Standing/Walking: Remaining on one's feet in an upright position at a work station or moving about a work area.				X	
• Sitting: Remaining in the normal seated position.		X			Reports and plans.
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.		X			Ladders
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs.			X		Containers of water, yard debris, etc.
• Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force.			X		Raking
• Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms.			X		Climbing ladders to clean roof and trim trees.
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.			X		Litter pick-up
• Kneeling: Bending legs at knees to come to rest on knee(s).			X		Weeding
• Crawling: Moving about on hands and knees, or hands and feet.		X			Weeding
• Reaching: Extending hand(s) and arm(s) in any direction.			X		Pruning
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).			X		Power equipment for maintaining grounds.
• Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and/or spine.			X		Raking and debris pick-up.
• Talking: Expressing or exchanging ideas by means of the spoken word.			X		Visitor contacts, discussions with supervisor.
• Hearing: Receiving detailed information through oral communication.				X	Visitor contacts, discussions with supervisor.
• Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.	X				
• Vision: Clarity of vision at near and/or far distances.	X				Maintaining the scene
• Driving: Requires valid state driver's license.		X			Trips to supply store
• Computer: Usage or other special equipment operated.			X		Reports, plans, communicate with supervisor.
• Work environment: Outdoors in all weather conditions.				X	