

Tenacre Foundation
Buildings and Grounds Gardener

Job Title: Buildings and Grounds Gardener

Ministerial Designation: Non-Religiously Qualified-non-exempt

Department: Buildings and Grounds

Reports To: Buildings and Grounds Manager

Prepared Date: 2/18/19

Summary: Participates in the Mission and Ministry of Tenacre by assisting the Gardening Coordinator in performing various manual tasks in the inspection, maintenance and care of Tenacre's 95 acres of grounds, gardens and landscaping. Works with staff and residents in a spirit of cooperation that supports the mission statement of Tenacre in morality, integrity, honesty and speech.

Competencies

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

Integrity and Ethics:

Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring; maintains the highest ethical standards; handles confidential information responsibly; is well versed in Tenacre's safety programs, procedures, policies and consistently follows them; makes tough decisions to ensure that safety remains front and center.

Attention to Detail:

Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

Team Player:

Works cooperatively with others toward accomplishment of a shared goal; leverages own strengths and demonstrates understanding of weaknesses in order to most effectively contribute to a project; knows when to lead and when to follow; reinforces the team concept through all actions.

Demonstrates a Sense of Immediacy and Flexibility:

Sets high expectations and achieves them regardless of the barriers; demonstrates a passion for one's work - enjoys working hard and is full of energy; can be counted on to get things done on time and with excellent quality and results; adapts quickly, based on Tenacre's changing needs.

Judgment: Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

Apply Functional Knowledge: Obtains appropriate level of professional skill and knowledge to keep up with current developments in relevant areas. Learns this information and skills quickly.

Essential Duties and Responsibilities; other duties may be assigned

- Reports directly to the Buildings and Grounds Manager and follows through on all delegated tasks and projects
- Presents all changes and requests to the Buildings and Grounds Manager for approval
- Confers with the Gardening Coordinator to coordinate and prioritize individual goals
- Actively works outside in all four seasons and weather conditions to maintain the established landscape and gardens by completing daily horticultural tasks such as planting, pruning, weeding,

edging, spraying, mulching, fertilizing, watering, and cultivating the plants, shrubs, trees, beds and grounds

- Skillfully uses hand tools and operates power equipment common to the gardening and landscaping needs
- Maintains tools and machinery in good condition and uses all tools carefully and as trained
- Follows appropriate safety procedures when working with moving mechanical parts, chemicals, electricity, aerosols, ladders, and in confined spaces
- Carries and utilizes pagers, cell phones, and two-way radios as needed
- Assists with snow and ice removal as needed
- Assists the Maintenance and Office teams in the winter months and on an as needed basis
- Performs strenuous work, in varying weather conditions, with no physical limitations such as bending, stooping, climbing, and walking
- Safely lifts objects up to 70lbs by one's self and heavier objects with assistance.
- Works weekends and overtime as needed
- Utilizes office technology skillfully such as phone and paging systems, copiers, computers and software applications such as Excel, Word, Outlook and Internet Explorer

Qualifications

To perform this job successfully, an individual must be fluent in English and able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma, general education degree (GED), or technical certificate, preferred
- 5 years of formal landscaping and gardening experience
- Member of The First Church of Christ, Scientist, preferred

Certificates, Licenses, Registrations:

- A state issued driver's license