

LANDSCAPE ASSISTANT

Code No. 3-15-090
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in providing professional landscape architecture services including landscape planning, maintenance, design, and installation. Duties involve participating in the propagation, cultivation, and caring of flowers, shrubs, trees and grass and other grounds keeping work. The employee reports directly to, and works under the general supervision of a facilities director or other higher level staff member. Lead supervision may be exercised over work crews as projects are carried out. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans and designs landscape installations in a variety of locations;

Acts as project supervisor for landscape installation activities and assigns work to crews;

Works with staff to coordinate resources and project implementation and maintenance;

Seeds, mows, weeds, rolls, fertilizes and waters lawns and other grass areas;

Maintains trees, shrubs and flowers, including pruning, trimming and planting;

Supervises and participates in bedding plant crop production for assigned activities;

Determines suitable methods to be used in the prevention, treatment and eradication of plant diseases and grass species;

Prepares and treats soil;

Supervises snow removal activities and operates snow removal equipment;

Installs and maintains athletic fields;

Supervises, designs, and participates in landscape maintenance programs;

Determines and regulates methods and frequency of grass cutting according to use and functions of areas;

Prepares specifications and orders landscape materials and supplies;

Performs related recordkeeping activities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of landscape and gardening principles and practices including methods of seeding, propagation, cultivating, transplanting and cutting; good knowledge of plant diseases and methods to combat them; good knowledge of appropriate athletic field installation and maintenance; good knowledge of effective turf management practices; good knowledge of resources, materials and supplies required for landscape design, installation and maintenance; organizational ability; ability to provide lead supervision over work crews; ability to order supplies and equipment; ability to operate landscaping equipment; record keeping ability; ability to communicate orally and in writing; ability to follow oral and written instructions; ability to establish and maintain effective working relationships; willingness to work outdoors in inclement weather; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Horticulture, Floriculture, Botany, Plant Pathology, Landscape Design, Landscape Architecture or

closely related field , plus one (1) year paid full-time or its part-time equivalent experience in horticulture, landscaping, or floriculture; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Horticulture, Floriculture, Botany, Plant Pathology, Landscape Design or a closely related field plus three (3) years paid full-time or its part-time equivalent experience defined in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience defined in (A) above; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Possession of a valid Commercial Pesticide Applicator's Certification (Grade 3A) issued by the New York State Department of Conservation (DEC) or certification in another state that New York State has reciprocity*.

*submit copy at time of application.

If you are appointed, you will be required to possess a valid New York State license to operate a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: November 9, 2000
REVISED: August 9, 2001
REVISED: December 8, 2016