

WESTERLY LIBRARY AND WILCOX PARK

Assistant Gardener/Groundskeeper

Department and Level of Authority

- Wilcox Park
- Associate, PT
- Reports to the Park Superintendent
- In the absence of the Park Superintendent, reports to Groundskeeper and Park Associates

Position Summary

The Assistant Gardener/Groundskeeper is responsible for assisting the Park Superintendent and Groundskeeper with the overall maintenance, development, safety, security, and public use of Wilcox Park. They may be responsible for the supervision of park volunteers and community service individuals. Work includes all types of seasonal maintenance tasks in Wilcox Park, facilitating Park events and programs, and providing assistance with other departments as needed.

Examples of Important and Essential Responsibilities

The essential functions or duties listed below serve only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs emergency clean-up upon the direction of park superintendent, seven days a week. Clean-up will continue at least until the situation is no longer dangerous. This includes clearing sidewalks of ice, snow and dangerous debris; removing fallen limbs, etc.
- Complete daily chores if Groundskeeper is not present or needs assistance. These chores include: picking up litter, stocking the mutt-mitt containers, emptying Park trash-can contents, and library trash.
- Work at gardening tasks. This may include: bed clean-out, replanting, cultivation, watering, mulching, edging, and cut-back; tree planting, fertilization, watering, hand pruning and string trimming; lawn mowing, core aeration, fertilization, liming and new lawn emplacement; sidewalk edging, leaf raking, hedging, and pesticide application.
- Cleans up all work sites, put away all parts, tools and park equipment in the barn by the end of each work day once work is completed.
- Conducts all duties in a safe manner that causes the least inconvenience or disturbance to the Park patrons and does the least damage to the park.
- Obtains Park Superintendent's approval on all decisions that could have significant safety, visual, or monetary implications.
- Maintains a clean, safe work area in the barn and greenhouse.
- Maintains equipment and tools in good working order.
- Understands, observes, complies, explains, and enforces park rules as needed.
- May assist work in other departments
- Performs other duties as necessary or required.

Essential Skills

- Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, lift 40 lbs. and push/pull 80 lbs.
- Ability to spend all or most of the working day outdoors, in any weather.
- Exercises appropriate initiative, judgment, and recognizes priorities

- Communicates clearly both orally and in writing.
- Ability to supervise.
- Ability to work effectively with library staff and the public.
- Flexible and respectful of others personalities.
- Committed to public service values: is patient and helpful with all patrons, visitors, staff, volunteers, and Incorporators.
- Observes, follows, and enforces Association policies and procedures.
- Ability to work independently; use initiative and good judgment; handle multiple and concurrent tasks; recognize and set priorities; work effectively with staff and public.

Minimum Qualifications

- Must possess knowledge of basic horticultural and park maintenance practices.
- Must have the ability to work independently, to be a self-starter, and to follow written and verbal directions
- Must possess skills to use gardening and landscaping tools.
- Must be able to use gas and electric-powered tools.
- A reliable means of travel and valid driver's license is required.

Preferred Skills and Qualifications

- Mechanical aptitude and working knowledge of building, landscape and construction techniques helpful.

Working Requirements

- Performs tasks with a high degree of independence.
- Observes, follows, and enforces all Association policies and procedures.
- Must be able to use and maintain gas and electric-powered tools, such as mowers, garden tractor, hedge clippers, etc.
- Must possess skills to use gardening and landscaping tools.
- Must be able to maintain machinery, including changing fluids, filters and spark plugs.
- Position may be required to work some Saturdays and occasional Sundays for weddings or events.