

# JOB DESCRIPTION

**TITLE:** Seasonal Landscaper

**DEPARTMENT:** Port Gamble

**JOB CODE:** Seasonal Landscaper

**REPORTS TO:** Construction & Maintenance Supervisor

**APPROVED BY:** Shana Smith & Tom Daley

**DURATION:** Full-time hourly; 7:30 – 4:00; Monday - Friday

**PURPOSE OF POSITION:**

To maintain the town of Port Gamble and other company owned properties in regards to land care and maintenance.

**PRIMARY RESPONSIBILITIES:** List those responsibilities that are considered as “Essential” first, and indicate the reasons.

% of Time	Responsibilities	E / NE*	Reason Code**
20	Town site related: garbage pick up and town clean up, as needed; assist with punch list as needed & other responsibilities as assigned	E	1
80	Land care related: assign daily duties as directed by Construction & Maintenance Supervisor; perform the following duties: mowing, weeding, edging and all other aspects in land care; responsible to follow company rules and job related safety requirements; responsible for safety and security of land care equipment; assist with workflow and insure timely completion of required work; water flower beds; mowing; tree trimming within height restrictions; leaves; creating new flower beds; landscaping and various outdoor planting projects; & other responsibilities as assigned	E	1

\* E = Essential; NE = Non-Essential

- \*\* 1 = Performance of this function is the reason the position exists.  
 2 = The number of employees available to perform this function is limited.  
 3 = This function is highly specialized. Employees are hired for skill/ability/expertise to perform this.  
 4 = Failure to perform this function may have serious consequences.  
 5 = This function was performed by past employees, and is performed by current employees.

**JOB SPECIFICATIONS:**

**- MINIMUM EDUCATION:**

High School Diploma or equivalent  
Valid WA State driver's license with a clean driving record  
Must be able to pass drug screen and criminal background check

**- MINIMUM EXPERIENCE:**

One to two years of landscaping experience.

**- SKILLS:**

Some basic use of hand and power tools, safety rules and regulations; with a strong customer service approach.  
Ability to assess job site conditions and act upon them as needed.  
Provide consistently professional and positive customer service with visitors, tenants, and employees.  
Requires good communication, both verbal and written.  
Requires ability to deal effectively and professionally with difficult people.  
Must have the ability to manage time efficiently.  
Be creative in problem solving.  
Must be able to prioritize according to time allowances and deadlines.  
Knowledge of land care equipment.

**- EFFORTS:**

Self-motivated  
Work independently  
Good interpersonal skills as this person is called to work in someone else's home and will be dealing with the public and bridal groups.

**- WORKING CONDITIONS:**

Physically able to perform heavy lifting, digging and needs to be able to work while on a ladder.  
The job consists of indoor and outdoor work in all types of weather.  
Employee will be responsible for maintaining his own set of basic hand tools.

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*The above statements are intended to describe the general nature and levels of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills of personnel so classified.*

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_