

*CARETAKER – PARKS & PARK PRESERVES
(Town of Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Park Superintendent, an incumbent landscapes, cultivates and plants shrubs, trees and flowers in order to redesign and maintain the gardens of the parks and park preserves of the Town of Greenburgh. An incumbent of this position must also perform groundskeeping and basic repair work while renovating and maintaining the buildings and grounds of the parks and park preserves making improvements in safety, accessibility and cleanliness. Knowledge of propagation of greenhouses is necessary to perform the duties of the position. Work is performed with considerable independence, and supervision may be exercised over other subordinate employees. Does related duties as required.

EXAMPLES OF WORK: (Illustrative only)

Participates in landscaping improvements including grading, planting and pruning or removal of flowers, trees, and hedges;

Participates in the installation and design of shrub and floral beds and trails to improve the appearance of the property;

Maintains planted material by watering, reseeding, and performing fertilizing, pest and weed control to see that the plantings remain healthy and attractive; maintains greenhouses and propagation year round;

Maintains the buildings, walkways and property to ensure a safe and clean environment;

Maintains and makes routine repairs to buildings, roads, trails, walkways i.e. carpentry, plumbing, painting, graveling, etc.;

Performs routine maintenance work of cleaning drains, raking leaves, mowing grass and plowing, shoveling, and sanding of roads, parking lots and walkways for snow removal;

Operates all equipment and vehicles used to perform duties and maintains same in a good, safe and workable condition;

Plans and participates in the daily work schedule;

Tours the property of the parks and park preserves and all buildings on a regular basis securing locks, gates etc. as appropriate;

May conduct tours of property and trails to the public.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of horticulture and greenhouse propagation; good knowledge of techniques of planting and culture of trees and shrubs; good knowledge of the techniques of landscaping, gardening, fertilizing, drainage, irrigation; good knowledge of the methods and equipment used in grounds maintenance; good knowledge in the operation of equipment used in the maintenance and repair of buildings, roads, etc.; ability to understand and carry out written and oral instructions; ability to communicate with the public; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) an Associate's Degree* in Horticulture or a closely related field and two (2) years of experience in park maintenance and landscape gardening; or (b) four (4) years of experience as outlined in (a.)

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

*Formerly known as Caretaker-Nature Preserve (Hart's Brook Nature Preserve and Arboretum) and as Caretaker – Park Preserves (Town of Greenburgh)

Town of Greenburgh
J.C.: Competitive
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Job Class Code: 0448