



Seasonal Landscaping Assistant

Title: Seasonal Landscaping Assistant

Accountable to: Operations Manager

Major Objectives: Planting of seasonal and perennial landscape displays; maintenance and care of container and landscape plant specimens; beautification of MDC grounds through landscaping projects.

Qualifications:

- Previous work experience and knowledge pertaining to plant varieties, planting techniques, plant care, and landscaping techniques.
- Coursework in horticulture, landscaping, or a closely related field, or a combination of equivalent knowledge gained through work experience is preferred.
- Ability to operate light machinery.
- Valid driver's License with good driving record.

Responsibilities:

- Assist with the planting of seasonal flower displays, perennials, and containers. Monitor plants for issues and report concerns to the Operations Manager.
- Perform maintenance practices of plant displays and landscape beds throughout the MDC campus including weeding, deadheading, watering, fertilizing, pruning, and spreading mulch/rock.
- Perform grounds beautification projects including brush removal, raking, tree trimming, spot application of herbicides, and preparation of new or existing planting sites.
- Utilize various types of garden and landscaping hand equipment such as pruners, shears, tree saws, shovels, rakes, ladders.
- Safely operate a variety of power equipment such as tillers, trimmers, hedge clippers, blowers, sprayers, and utility carts.
- Assist the Operations Manager in achieving a highly manicured and outstanding grounds appearance.
- Perform required tasks enthusiastically and to a high level of quality.
- Arrive for work on time and appropriately dressed.
- Ask questions when you do not understand assignments, instructions, or culture.
- Complete tasks on time and communicate proactively if you are unable to meet any expectations.
- Be a team player and work well individually.
- Other duties as assigned

Physical Requirements and Work Environment:

- Outdoors in all types of weather.
- Perform physical activities in a variety of environmental conditions that require moderate to maximum strength including climbing, lifting, balancing, bending, kneeling, walking, and handling of materials weighing up to 50 pounds.
- Must be able to sit, stand, or be on your feet for long periods of time.
- Weekday hours required, possible weekends (minimal)
- Up to 20 hours per week

Seasonal Landscaping Assistant

5/1/2021



Seasonal Landscaping Assistant

Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Minnesota Discovery Center.
- I have read and understand this job description.

Print Name: _____

Signature: _____ Date: _____