

\*CARETAKER - PARK PRESERVES  
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Landscapes and cultivates the gardens/grounds to improve and maintain the park preserves in the Town's park system to the highest level of safety, accessibility and cleanliness; does related duties as required.

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

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 preserves and all buildings on a regular basis securing locks, gates etc. as appropriate;

May conduct tours of property and trails to the public;

May be required to occasionally perform caretaker duties at other Town parks on an as needed basis.

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; basic 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; 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 similar field and two years experience in park maintenance and landscape gardening; or (b) four years experience as outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Possession of a valid license to operate the appropriate motor vehicle in New York State at time of appointment.

SPECIAL REQUIREMENT: Depending upon work assignment, may be required to possess a New York State Environmental Conservation Pesticide Certificate.

\*Formerly known as  
Caretaker-Nature Preserve  
(Hart's Brook Nature Preserve and Arboretum)

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