

Contact info: matth@velcon.org or (770) 546-1595 call or fax
Full time: 40 hrs/week, Few Sat events a year.

LANDSCAPE MAINTENANCE TECHNICIAN

DEFINITION

- To perform a wide variety of landscape maintenance functions associated with the care and upkeep of Anverse, Inc., Georgia Museums, Inc. and related properties in a safe and timely manner.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Landscape Manager.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES-*This class specification list the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Works safely at all times.
- Maintains lawns, shrubbery and trees including planting, watering, trimming, mowing, edging, fertilizing, and weed and pest control.
- Prepares areas for planting by clearing, grading and fertilizing and watering ground.
- Picks up and disposes trash and debris in assigned areas using grabbers, rakes and brooms.
- Installs and assures the proper operation, maintenance and repairs of in-ground sprinkler and drip systems.
- Trims hedges and shrubs with hand shears or power edger, prunes and trims trees. Removes dead trees and plants using handsaws, chain saws and clippers.
- Operate blower for cleaning sidewalk, parking lots and driveways of gravel and small debris.
- Maintains care and upkeep of equipment and tools
- Maintains work records as required.
- Report any situation that might be potentially hazardous for employees or visitors to supervisor.
- Performs related duties as assigned.
- Maintains care when operating company vehicles and equipment.

QUALIFICATIONS

Knowledge of:

- Safety always comes first.
- Functions of and skills in safe use of hand tools such as shears, pruners, weedeaters, power edgers, small lawn mowers and chain saws.
- Operation of sprinkler and drip systems and repair.
- Standard planting techniques.
- Proper method of operating motorized equipment.

Ability to:

- Have safe work habits for ones self and fellow employees.
- Properly use and care for hand and power tools, materials and equipment related to the maintenance of landscaped areas.
- Perform manual work such as digging, raking and sweeping.
- Lift and/or move heavy objects.
- Install and maintain proper functions of time clocks, sprinkler and drip systems.
- Maintain appropriate records for credit cards, receipts, etc.
- Effectively communicate, both orally and in writing, in a clear and concise manner.
- Establish and maintain effective relationships with those contacted in the course of work.