

AGRICULTURAL GARDENER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
1973	Agricultural Gardener	07	007	6 mo.	06/15/10	Rev.
1560	Agricultural Gardener Foreman	07	007	6 mo.	06/15/10	Rev.

Promotional Line: 84¹

Series Narrative

Employees in this series perform and/or supervise agricultural gardening work in the field and in greenhouses.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Agricultural Gardener 1973

Employees at this level perform in the field and/or in a greenhouse agricultural gardening work related to research in horticulture. They work under direct supervision from a designated supervisor.

An Agricultural Gardener typically –

1. assists in routine work involved in seeding, cropping, propagation, watering, spraying, pruning, and cultivation of vegetables, fruit plants, greenhouse crops, outdoor ornamentals, and turf
2. assists in the development and maintenance of experimental plots
3. performs greenhouse work (such as insect and disease control, soil preparation and mixtures, potting, and light and temperature control) as directed
4. performs techniques relative to propagation (such as grafting, budding, and seedage), including seed harvesting and stratification procedures
5. operates, maintains, and repairs conventional and specialized agricultural machinery and equipment
6. watches for and recognizes damage caused to horticultural plants by insects and diseases
7. maintains records in the field and/or greenhouse, as required
8. is familiar with and correctly uses general gardening tools and equipment
9. performs other related duties as assigned

Level II: Agricultural Gardener Foreman 1560

Employees at this level assist in and are responsible for agricultural gardening work. They work under general supervision from a designated supervisor.

An Agricultural Gardener Foreman typically –

1. supervises and is responsible for the planting, cultivation, and care of vegetables, fruits, flowers, lawns, shrubs, and/or trees
2. supervises the upkeep of gardens, flower beds, lawns, greenhouses, and research trial areas

¹see promotional line list for a complete listing of the classes in this promotional line.

3. assists in the selection of flowers, fruits, and/or vegetables for class demonstration and experimental purposes
4. supervises, trains, and assists subordinates and other assigned personnel
5. requisitions extra help as required
6. uses gardening tools and equipment
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Agricultural Gardener

1973

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **One (1) year (12 months)** of professional work experience in gardening a greenhouse, nursery or garden center
2. Possession of a current State of Illinois pesticide operator's or applicator's license as applicable to the work assignments of the position to be filled

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. skill in controlling operations of equipment or systems.
3. skill in repairing machines or systems using the needed tools.
4. ability to communicate effectively orally and in writing.
5. ability to react quickly and calmly under emergency conditions.
6. ability to determine and perform appropriate routine maintenance on equipment and systems.
7. ability to perform outdoor work in both winter and summer.
8. ability to stoop, lift, and climb.
9. willingness to learn new duties and ability to adapt to frequently changing methods.

Level II: Agricultural Gardener Foreman

1560

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **Three (3) years (36 months)** of professional work experience in gardening and/or gardening management at a greenhouse, nursery, or garden center
2. Possession of a current State of Illinois pesticide applicator's license as applicable to the work assignments of the position to be filled

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. knowledge of relevant equipment, policies, gardening practices and procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
3. knowledge of machines and tools, including their designs, uses, repair, and maintenance.
4. knowledge of the symptoms of plant diseases, the control of such diseases, and the control of insects that attack plants.
5. skill in the use of gardening tools and equipment.
6. ability to communicate effectively orally and in writing.
7. ability to determine and perform appropriate routine maintenance on equipment and systems
8. ability to determine the kind of tools and equipment needed to do a job.
9. supervisory ability.