



JOB DESCRIPTION:	Gardener		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Landscape Manager		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	#819000	DATE APPROVED:	27-SEP-2023
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Under general supervision, performs a variety of routine and general grounds maintenance tasks throughout the University's campus areas.

DUTIES:

1. Perform daily, weekly, and monthly horticultural tasks including but not limited to planting, pruning, watering, mulching, weeding, and deadheading.
2. Use appropriate horticultural techniques with an understanding of plant cultural requirements.
3. Implement detailed landscape plans, including site preparation, soil assessment, hardscape construction, planting, and irrigation.
4. Apply mulch, soil amendments, organic fertilizers, and maintain automatic and manual irrigation to optimize plant health.
5. Practice Integrated Pest Management (IPM) by diagnosing and treating plant diseases, nutrition, and insect problems, ensuring accurate pesticide application when necessary.
6. Maintain up to date records regarding pest/disease control and campus plant collections.
7. Prune small trees and shrubs following ANSI pruning standards.
8. Care for landscape stock including propagation and pot-up.
9. Operate vehicles and equipment to transport materials and perform all tasks safely.
10. Participate in composting and harvesting.
11. Provide excellent customer service by responding courteously to inquiries and fostering a positive work environment.
12. Communicate progress and problems directly to supervisor in a timely manner.
13. Perform other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High school diploma or GED and at least 1 year of relevant experience required. College level plant related degree preferred. Completed degree(s) from an accredited institution that is above the minimum education requirement can substitute for experience on a year for year basis. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of horticulture methods and materials, landscaping and cultivation of trees and woody plants. Ability to understand and follow specific instructions and procedures. Ability to drive motor vehicles. Ability to use hand and power tools applicable to trade. Ability to perform ground maintenance tasks. Knowledge of fertilizer and/or pesticide applications. Ability to operate and maintain various pest control equipment. Ability to read, understand, follow, and enforce safety procedures. Ability to foster a cooperative work environment. Knowledge of landscape maintenance methods, techniques, and equipment. Ability to recognize disease and pest problems in vegetation.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Work involves almost

constant exposure to unusual elements, such as extreme temperatures, toxic chemicals, biohazardous materials, dirt, dust, fumes, smoke, and/or loud noises. Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 3 months. (If applicable to the role)
- c. Must obtain State of New Mexico Pesticide License in Ornamental and Turf Pest Control, categories 3A and 3B, within 6 months of hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)