

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**GARDENER**

**I. INTRODUCTION**

A. Purpose Of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions that perform gardening work at a state facility. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future rather, it is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that perform semi-skilled gardening work cultivating and maintaining ornamental plants at a state facility or campus.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that spend the majority of time (more than 50%) performing gardening work related to garden research and/or instruction and are more appropriately classified as Research Gardener.
2. Positions that spend the majority of time (more than 50%) performing grounds keeping work and are more appropriately classified as Groundskeeper.
3. Positions that spend the majority of time (more than 50%) pruning trees and shrubs and are more appropriately classified as Tree Pruner.
4. Positions that spend the majority of time (more than 50%) maintaining golf course greens and are more appropriately classified as Greenskeeper.

5. Positions that do not perform gardening work a majority of the time (more than 50%).
6. Positions that meet the statutory definitions(s) of supervisor, management, or professional, in s. 111.81(19), (13) and (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

## II. DEFINITION

### GARDENER

This is specialized and semi-skilled work related to ornamental gardening. Positions allocated to this classification are responsible for the cultivation and maintenance of ornamental plants located on the grounds of a state facility. Positions also perform other grounds keeping work to support the overall grounds keeping operation of a state facility. Work is performed under general supervision.

Examples of Work Performed:

- Prepare soil and germinate or propagate plants in hotbed or greenhouse.
- Maintain appropriate light, moisture, temperature, and nutrition levels in a greenhouse environment.
- Plant seeds, seedlings, bulbs, and/or potted plants in indoor or outdoor growing areas, according to work plans.
- Fertilize, water, weed, and thin plants in growing areas.
- Diagnose plant problems and implement appropriate chemical or cultural practices to remedy condition.
- Tend display beds to maintain beauty of display, including removing and replacing dead or diseased plants, applying mulch to inhibit growth of weeds, and picking up and disposing of litter and other debris.
- Care for interior foliage plants.
- Plant and maintain ornamental herbaceous and woody plants.
- Remove annual floral displays after frost, dig and store tubers and bulbs, and mulch perennials.
- Perform routine maintenance on hotbed, greenhouse, and/or cold frame structures and equipment.
- Design or assist in designing selected flowerbeds or specialized gardens, such as prairie or wildflower.
- Assist Grounds Supervisor in the selection of plants and gardening equipment and supplies.
- Use and operate a variety of gardening equipment, such as spades, trowels, edging tools, chemical sprayers, and cultivators.
- Inspect, clean, and perform routine maintenance on gardening equipment.
- Keep records of gardening activities.
- Assist other grounds keeping staff with snow removal and other grounds keeping projects, as requested.
- Plan, coordinate, develop, schedule, and maintain programs in produce gardening.
- Perform other duties as assigned by the supervisor.

- May direct limited term employees, student workers, inmates, and/or other permanent workers assisting with gardening activities.
- Perform other assigned work that may include tasks not specifically enumerated above, of a similar kind and level.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective April 17, 1994 and modified effective May 18, 2003 as announced in Bulletin MRS-SC- \* as a result of the Blue Collar Survey.

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