



**Town of Mt. Crested Butte
Job Description
Parks Department**

Position Title: PARKS HORTICULTURAL INTERN

Reports to: Parks Supervisor

Direct reports to this position: none

FLSA Status: Non-exempt

Pre-Hire Requirements: Motor vehicle check.

Hours: Variable

Employment Type: Hourly, eligible for overtime.

JOB SUMMARY

This opportunity is aimed at providing students with field experience and education in park development, installation and maintenance of various garden projects with an emphasis on xeric, native plant species and conservation. The second focus of the internship is to develop and implement a public education program to share the important role of native plants, pollinator gardens, and rain gardens in conserving natural ecosystems.

Projects will include primarily outdoor field work in variable mountain and inclement weather conditions. Interns will have the opportunity to choose a project from a suggested list or special interest projects approved by the Parks Supervisor. Candidates should be able to stoop, bend, and carry up to 40 pounds as much of their time will be spent at various sites around town. Interns must be currently enrolled in a college institution. Candidates must be willing to provide a seven year driving history. Intern work will be supervised by the Parks Supervisor and other staff.

TYPICAL TASKS

- Maintenance and selection of drought tolerant and xeric plantings of trees, shrubs, vines, perennials, grasses, and bulbs
- Perform seasonal landscape work including pruning, mowing, clean-up, bulb planting, dividing and transplanting, and leaf removal.
- Scout and identify pests, disease and invasive species.
- Stage equipment, supplies, and materials for daily park operations.
- Participate in trash removal procedures, as needed.
- Maintain highest standards for park cleanliness and order throughout town, including sweeping and maintenance around features, planking, benches and stairs.
- Maintain equipment and tools needed to perform daily tasks.
- Hand water and monitor irrigation of plantings, especially during time of establishment and drought.



QUALIFICATIONS

- Must be innovative, self-motivated, and able to problem solve for a variety of situations.
- Must be able to operate a variety of walk behind and small equipment.
- Must have good customer service and communication skills.
- Detail-oriented, with considerable attention to order and cleanliness throughout the park areas.
- Willingness to work as part of a team or alone, in all weather conditions.
- Ability to perform heavy physical labor daily.
- Ability to use outdoor maintenance and power equipment; operate vehicles.
- Experience in landscape maintenance preferred.
- Able to work overtime, weekends, holidays as needed.
- Clean driving record and have a valid driver's license. If you do not have a Colorado's Driver's License you will need to submit a seven year driving record from your State.

REQUIREMENTS

- Ability to perform manual labor for extended periods of time.
- Excellent communication skills and positive attitude.
- Flexibility and adaptability to adjust to ever-changing situations effectively and efficiently.
- Availability to work a flexible schedule including evenings, weekends, holidays, and for emergencies as needed.
- Flexibility to perform a variety of tasks with a good attitude.
- Ability to read, interpret, and follow written and oral instructions.
- Inclined to interact effectively with others.
- Ability to perform heavy manual labor which entails frequent lifting and carrying of heavy/bulky items such as construction materials, bags of cement, jack hammers, picnic tables, pesticide sprayers, backpack blowers, and full garbage cans which weigh up to 75 pounds.
- Clean driving record and have a valid driver's license. If you do not have a Colorado's Driver's License you will need to submit a seven year driving record from your State.

KNOWLEDGE AND SKILLS

- **Mechanical:** Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.



Basic Skills

- **Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics** Using mathematics to solve problems.
- **Monitoring** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** Understanding written sentences and paragraphs in work related documents.
- **Science** Using scientific rules and methods to solve problems.
- **Speaking** Talking to others to convey information effectively.
- **Writing** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination** Adjusting actions in relation to others' actions.
- **Instructing** Teaching others how to do something.
- **Negotiation** Bringing others together and trying to reconcile differences.
- **Persuasion** Persuading others to change their minds or behavior.
- **Service Orientation** Actively looking for ways to help people.
- **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.
- **Complex Problem Solving** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection** Determining the kind of tools and equipment needed to do a job.
- **Installation** Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation Monitoring** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Repairing** Repairing machines or systems using the needed tools.
- **Troubleshooting** Determining causes of operating errors and deciding what to do about it.



Systems Skills

- **Judgment and Decision Making** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- **Time Management** Managing one's own time.

Work Context

Body Positioning

- Requires using hands to handle, control, or feel objects, tools or controls
- Requires walking and running
- Requires standing
- Requires bending or twisting
- Requires repetitive movement

Communication

- Requires contact with others (face-to-face, by telephone, or otherwise)
- Requires face-to-face discussions with individuals or teams

Conflict

- Includes conflict situations
- Requires dealing with unpleasant, angry, or discourteous people

Environment

- Includes exposure to contaminants
- Requires working in hot (above 75 F degrees) or very cold (below 32 F degrees) temperatures.
- Requires working in rain, snow, cloudy or sun.
- Includes exposure to sounds and noise levels that are distracting or uncomfortable

Impact of Decisions

- Requires making decisions that impact the results of co-workers, clients or the company

Job Hazards

- Requires exposure to hazardous equipment
- Requires exposure to minor burns, cuts, bites, or stings



Level of Challenge

- Freedom to determine tasks, priorities, and goals
- Requires being exact or highly accurate

Pace and Scheduling

- Job pace is determined by the speed of equipment or machinery
- Requires meeting strict deadlines

Personal Interaction

- Requires coordinating or leading others in accomplishing work activities
- Requires work with external customers or the public
- Requires work with others in a group or team

Responsibility for Others

- Includes responsibility for work outcomes and results
- Includes responsibility for the health and safety of others

Work Attire

- Requires wearing common protective or safety equipment

Work Setting

- Requires working in a closed vehicle or equipment
- Requires working outdoors, exposed to all weather conditions
- Requires working in an open vehicle or equipment
- Job tasks are performed in close physical proximity to other people

Activities

- Decorate indoor or outdoor spaces.
- Install equipment to protect or support trees.
- Treat greenery or surfaces with protective substances.
- Trim trees or other vegetation.
- Operate grounds maintenance equipment.
- Clean facilities or sites.
- Cultivate lawns, turf, or gardens.
- Dispose of trash or waste materials.
- Irrigate lawns, trees, or plants.
- Plant greenery to improve landscape appearance.
- Prepare chemicals for work application.
- Remove debris from work sites.
- Remove snow.



- Evaluate reports or designs to determine work needs.
- Lubricate equipment to allow proper functioning.
- Maintain work equipment or machinery.
- Updating and Using Relevant Knowledge
- Inspecting Equipment, Structures, or Material
- Making Decisions and Solving Problems
- Organizing, Planning, and Prioritizing Work
- Identifying Objects, Actions, and Events
- Repairing and Maintaining Mechanical Equipment
- Thinking Creatively
- Drive trucks or other vehicles to or at work sites.
- Assisting and Caring for Others
- Evaluating Information to Determine Compliance with Standards
- Scheduling Work and Activities

Tools and Technology

Tools

Graders or land levelers

- Box blades
- Bunker rakes
- Drawn box scrapers
- Land levelers
- Land planes

Lawnmowers

- Flail mowers
- Manual mowers
- Push mowers

Rakes

- Iron rakes
- Landscape rakes
- Leaf rakes

Shovels

- Dirt shovels
- Shovels
- Snow shovels



- Sod lifters

Technology

Office suite software

- Microsoft Outlook

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature:

Date:

Town Manager Signature

Date: