



Position Title: Gardener
Organizational Level: Maintenance Director
Duration/Status: Part-time, seasonal, 0-4 hours per week
Pay: Starting rate \$12.00/hr., no benefits.
Requirements: Must pass background check and drug screening upon hire.
Submission Detail: Position open until filled. Applications reviewed weekly. Submit application materials by mail to NCRD, PO Box 207, Nehalem, OR 97131, in person to NCRD Welcome Center at 36155 9th Street, Nehalem, or electronically to ncrd@ncrdnehalem.org.

A completed and signed NCRD Employment Application and must be submitted to be considered for the position. Failure to complete both documents will disqualify the applicant from the recruitment process.

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

General Description

Under general direction, the **Gardener** is responsible for planting, watering, weeding, and maintaining flower boxes, gardens, and plants in the immediate vicinity of the NCRD building.

Supervision Received/Exercised:

Receives general direction from the Maintenance Director. The incumbent exercises no supervision.

Essential Functions: *(include but are not limited to the following)*

1. Plant and maintain in workmanlike fashion all flower boxes, gardens, and plants in the immediate vicinity of the NCRD building. This includes watering, feeding, weed control, and disposal of debris.
2. Keep all tools and equipment in clean and operating condition.
3. Perform all work in a safe manner and with consideration of NCRD activities so there are no disruptions.
4. Perform other related job duties as assigned.

Qualifications: *(The following are minimal qualifications necessary for entry into the classification.)*

- High school graduate
- Pass background check and pre-employment drug screen
- Two years related experience in gardening.
- Two years responsible employment experience

Knowledge/Skills/Abilities: *(The following are necessary to perform essential duties of the position.)*

1. Verifiable experience in gardening
2. Demonstrated interpersonal skills and ability to work with public.
3. Demonstrated initiative yet able to take direction.
4. Demonstrated attention-to-detail, trustworthiness, dependability and a strong work ethic.
5. Ability to pass the required background check and pre-employment drug screening.

Physical, Mental, and Environmental Working Conditions:

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, negotiating stairs and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and lifting up to 20 pounds. The work is performed outdoors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. All skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.



Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please request Veterans Preference Form.			

EDUCATION/PROFESSIONAL CERTIFICATIONS			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

REFERENCES – Please list three professional references.	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISCLAIMER AND SIGNATURE	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

Pre-employment substance screening may be required.

American with Disabilities Act accommodations will be provided upon request.

North County Recreation District is an Equal Opportunity Employer



RELEASE AND WAIVER

Applicant's Name	Date
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Important: Please read carefully and initial each paragraph before signing.

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: _____

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: _____

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: _____

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>