

**CLASS SPECIFICATION**  
**Community Gardens Technician**

FLSA Status: Covered  
Union Representation: City of Portland Professional Employees Association (COPPEA)

**GENERAL PURPOSE**

Under general supervision, directs and performs support and technical assignments applying botanical, horticultural and natural resource knowledge in implementing community garden projects; assists with planning projects and with reviewing project success after implementation; plans, organizes, trains and directs seasonal employees, volunteers and nonprofit organizations in carrying out assigned project activities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Community Garden Technician is an advanced technical support/assistance classification. Incumbents implement planned activities; provide on-site instruction, direction and guidance; assist with the development of community garden project plans and coordinate with volunteer groups as needed.

Community Garden Technician is distinguished from the Botanic Technician series, in that the incumbents in the latter class focus on natural areas, restoration and trails while the former class focuses on urban and community gardens.

Community Garden Technician is distinguished from the Botanic Specialist I, in that incumbents in the latter class plan and develop broader, more complex projects, develop partnerships with community and nonprofit organizations, develop communications and promotional materials, and secure funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Prepares and maintains community garden plots; conducts general garden maintenance; identifies food crops and removes weeds utilizing landscaping hand tools, power tools and small machinery such as mowers and rototillers; spreads mulch; installs pathways.
2. Provides advice to program participants and community groups on program policies and procedures, organic gardening techniques and growing food year round.
3. Develop and execute garden projects, including planning and scheduling, purchasing materials, creating work orders, training volunteers and ensuring work is completed as intended. Implements assigned activities from the project plan; assesses requirements and arranges/ensures availability of materials, tools, equipment and resources for assigned work.
4. Organizes, trains, and leads seasonal staff, volunteer and community nonprofit work parties and projects; conducts safety demonstrations and presents information to seasonal staff, volunteers and

community groups; determines and secures supplies for the group; monitors the health and well being of crew members during the work day and responds to any emergency situations as needed.

5. Advertises/posts requests for volunteers and scheduled volunteer events; serves as primary volunteer contact assigned projects; follows up to ensure that sufficient people are signed up to complete the project; recommends rescheduling/cancellation as needed.
6. Reviews completed project work for quality; reports project results to management; reports volunteer hours and other requested information to community organizations.
7. Conducts surveys, records field conditions, gathers and compiles information.
8. Inputs information into databases.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of community gardening.
2. Vegetable, herb, small fruit and common weed identification.
3. Fruit tree care and maintenance.
4. Organic gardening methods and food production techniques.
5. Use of natural and chemical pesticides.
6. Leadership of and communication with part-time staff and volunteers.
7. Volunteer coordination and recruitment.
8. Applicable laws, rules and ordinances related to park use.

### **Ability to:**

1. Operate hand tools, small power equipment, and work vehicles.
2. Operate specialty equipment such as specialty mowers, rototillers, and plate compactors.
3. Operate utility vehicles, small trucks, vans, tractors and other vehicles in natural areas, parks and roadways.
4. Plan, organize, and implement restoration or landscape maintenance activities.
5. Assess project resource requirements.
6. Establish and maintain relations with diverse community groups, nonprofit organizations, and program participants.
7. Work effectively and inclusively with people from diverse racial, ethnic, and economic groups.
8. Operate a personal computer and use word processing, spreadsheet and database software.
9. Communicate effectively, verbally, written and via e-mail, with the general public, co-workers and volunteers.
10. Provide onsite direction, instruction and guidance to paid and volunteer workers at a wide variety of skill levels.
11. Work constructively in a team environment.
12. Keep accurate and detailed records and information.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent, supplemented by courses in organic gardening or urban agriculture, and two years of urban agriculture, landscape maintenance, and volunteer coordination experience or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

Ability to obtain a public pesticide applicator's license within 6 months of appointment.

Ability to obtain and maintain First Aid and CPR certification.

Hands On Portland and other community group certifications within 6 months of appointment preferred for certain assignments.

Physical capacities test is required.

**PHYSICAL AND MENTAL DEMANDS**

Incumbents are required to lift, carry and push 50 lbs; work outdoors in all weather conditions; negotiate rough terrain and operate power tools and equipment.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: Feb 27, 2013

Revised: Jan 6, 2014 – clarified physical requirements