City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Civil Service Title: Gardener
Office Title: Gardener 1
Salary: $18.79 per hour
Work Location: Greenbelt Native Plant Center, Staten Island

The Greenbelt is one of New York City’s flagship parks located in Staten Island. The Greenbelt Administration, in partnership with the Greenbelt Conservancy, oversees or coordinates the management of over 2,800 acres of natural areas including over 35 miles of hiking trails, traditional parks, a 5,440 square-foot state-of-the-art Nature Center, an Environmental Education Department, a Natural Resources Department, Native Plant Center Propagation Nursery and Demonstration Garden.

Major Responsibilities:
Under the direct supervision of Nursery Manager and nursery supervisory staff:
• Assist in the general maintenance of nursery and greenhouse stock: weeding, watering, fertilizing; moving of stock; pulling of stock to fill orders.
• Assist in the transplanting and step up of nursery and greenhouse starter materials.
• Assist with preparation of soil mixes and potting operations: soil mixing and sterilization; filling of germination trays and cell packs; nursery gallon containers.
• Assist with preparation, maintenance, harvesting and cleaning of foundation seed plots: lay shade cloth; plant starter plugs; weed, fertilize, water; hand harvest seed heads; dry, clean and process foundation seed.
• Assist with wild seed collections; recognize species, determine seed maturity; follow randomization protocol for collecting seed; properly label collections.
• Assist in and perform tasks involved in the operation and care of hand and power tools and equipment. Make necessary operating adjustments to same; report needs for repairs and replacements to supervisor.
• Perform simple record keeping and prepare simple written reports.
• Drive vehicles and operates other motorized equipment incidental to the performance of duties.
• May supervise seasonal employees, as well as volunteers.

Qualification Requirements:
1. One year of full-time experience in gardening work, including experience in each of the following planting, cultivating and caring for trees, plants shrubs and lawns; or
2. A certificate from a horticulture or botanic program containing college-level courses, such as programs offered by the New York Botanical Garden, the Brooklyn Botanical Garden, etc.; or
3. A satisfactory combination of education and/or experience that is equivalent to “1” above. Thirty semester credits from an accredited college, at least fifteen of which must be in horticulture, agriculture, agronomy, plant pathology, botany, landscape design or architecture, entomology, forestry, floriculture, plant production and/or crop management, may be substituted for the one year of the work experience described in “1” above.

License Requirement:
A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

Preferred Skills/Qualifications:
1. Familiarity with native plant species of the NYC region, in all stages of growth.
2. New York State Pesticide Applicator License category 3A or 7 a plus.

Please send your cover letter and resume to Edward.Toth@parks.nyc.gov

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