

Pacific Union College

Job Description

Position Title:	Landscaping Assistant (Part-time, 20 hours per week)	Exemption Status Non-Exempt
EEO Classification:	9 - Laborer	Job Code: 37-3011
Department:	Landscape	Position ID: 54032LAWKR
Reports To:	Landscaping Director	Wage Scale: I-F
Last Update:	August 7, 2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Landscaping Assistant supports the maintenance and enhancement of Pacific Union College's campus landscape, with a primary focus on the care and appearance of flowers, ornamental plants, and decorative landscape areas. The position assists the Landscaping Director in maintaining a safe, attractive, and welcoming campus environment by performing grounds maintenance, monitoring landscape inventory, and supporting departmental operations. This role contributes to the College's mission by helping preserve the beauty and functionality of the campus while providing support for landscape projects and occasional administrative tasks.

ESSENTIAL FUNCTIONS

- Maintain flower beds, ornamental plantings, and decorative landscape areas to promote an attractive and well-maintained campus.
- Plant, water, prune, fertilize, and replace flowers and ornamental plants as needed.
- Maintain the landscape nursery by organizing inventory and maintaining an adequate stock of flowers, shrubs, and other plants for campus landscaping needs.
- Monitor landscape conditions and report irrigation, safety, pest, or maintenance concerns to the Landscaping Director; assist with minor repairs and adjustments as requested.
- Assist the Landscaping Director with landscape maintenance projects, special assignments, and other departmental priorities.
- Collect litter and debris while performing routine grounds maintenance to maintain a clean and welcoming campus.
- Inspect and clear campus drains of leaves, sediment, and other debris to support proper drainage.

- Operate landscaping equipment and other tools safely and effectively.
- Organize tools, equipment, materials, and supplies in the landscape shop and office.
- Provide administrative support by responding to emails, organizing records, conveying information to other departments, and assisting with departmental communication as assigned.
- Provide courteous and professional service while interacting with students, employees, visitors, and vendors.
- Perform other related duties as assigned in support of Landscape Department operations.

QUALIFICATIONS

Education:

- High school diploma or equivalent preferred.

Experience:

- 6-12 months of gardening experience.

Job Specific Requirements:

- Basic knowledge of landscape maintenance, horticulture, or groundskeeping practices.
- Ability to safely operate landscaping equipment and hand tools.
- Ability to work independently and collaboratively as part of a team.
- Strong organizational skills and attention to detail.
- Ability to communicate effectively, both verbally and in writing.
- Valid driver's license with an acceptable driving record, or the ability to obtain one if required for the position.
- Experience caring for flowers, ornamental plants, or nursery stock.

Physical Demands:

- Frequent standing, walking, bending, kneeling, stooping, reaching, and climbing.
- Frequent lifting, carrying, pushing, and pulling of materials and equipment weighing up to 50 pounds.
- Manual dexterity sufficient to operate landscaping equipment, hand tools, computers, and standard office equipment.
- Ability to work outdoors for extended periods in varied weather conditions.
- Regular exposure to dust, pollen, noise, and uneven terrain.

Job Conditions:

- Frequent outdoor work requires regular movement throughout campus grounds and interaction with changing seasonal conditions.
- Regular use of landscaping equipment, hand tools, computers, email, and other resources needed to support departmental operations.
- Frequent communication with the Landscaping Director, campus departments, students, employees, and visitors.
- Occasional administrative tasks, including responding to emails, organizing records, and assisting with departmental communication.
- Occasional evening or weekend work may be available to support campus events or seasonal projects but is not a regular requirement of the position.
- Work may include periods of independent activity as well as collaboration with the Landscape team.
- Occasional interruptions and changes in daily priorities may occur based on campus needs and departmental projects.

Work Environment:

- Work is performed primarily outdoors throughout the Pacific Union College campus, including flower beds, ornamental landscape areas, lawns, walkways, parking areas, and the landscape nursery.
- Periodic work is performed in the landscape office and maintenance shop to organize supplies, maintain inventory, and complete administrative tasks.
- Regular exposure to outdoor environmental conditions, including heat, cold, rain, wind, dust, pollen, and seasonal weather changes.
- Work may involve exposure to uneven terrain, plant materials, fertilizers, landscape debris, and noise from operating landscaping equipment.
- Tasks are performed while following established safety procedures and maintaining awareness of surroundings, equipment operation, and campus activity.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the position's requirements. As such, it is not necessarily all-inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understood the **Landscape Assistant** job description, and that I can perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date