



OUTREACH NOTICE
USDA Forest Service ■ WO State & Private
Grey Towers National Historic Site



Date: July 11, 2022

Gardener
WG-5003-7
Permanent Full Time 18/8 Position

The USDA Forest Service, Grey Towers National Historic Site is outreaching to gauge interest in a permanent full-time seasonal (18/8) Gardener position located in Milford, PA. We are seeking a dynamic, motivated, self-starting individual that would enjoy taking care of a unique historic property and providing a quality visitor experience to join our team. The purpose of this outreach is to determine the area of interest and candidate pool for this employment opportunity.

Description of Duties: This position will be an important part of the facilities/landscape maintenance team at Grey Towers National Historic Site located in Milford, Pennsylvania and will perform a wide variety of gardening and general maintenance tasks to provide proper care and maintenance for lawns, flowers, trees and shrubs on large areas of formal landscaped and wooded grounds.

Major Duties Include:

- Works from project plans, general landscape plans and assignments with support as needed and with minimal oversight within good gardening practices towards achieving required results.
- Plants or transplants trees, shrubs, flowers and other plants by digging proper sized holes and preparing soil to receive the plants, taking into consideration such things as soil condition, hardiness of plant, foliage and various stages of growth, flowering periods and overall landscape plan. Adjusts soil pH as needed and determines quantities of mixing materials such as sand, humus, topsoil and fertilizers with Horticulturist guidance. Computes quantities of plants, seeds, and other materials needed for specific areas. Reproduces plants through cuttings, rooting, grafting, and layering processes as well as cultivating and planting seeds or seedlings.
- Assesses the need for shrub and tree trimming to obtain shape, size and desired growth characteristics, increase fruit/flower production and to remove diseased, injured or dead growth to stimulate healing under Horticulturist oversight. Sustains care and nurturement of trees, shrubs, flowers, grass and other plants in area of responsibility.
- Identifies weed, insect, and disease infestations and performs required treatment and monitors to insure plants respond to prescribed remedies.
- Assists Horticulturist in selecting and documenting plants for particular purposes, such as shade, boundary lines, ground cover, erosion control, or pleasing appearance.
- Operates a variety of equipment such as gardening hand tools (rakes, shovels, post diggers, wheelbarrows, pruning shears, etc.) and power gardening tools (trimmers, hedgers, pole saws, chainsaws, push mowers, riding mowers, leaf blowers, snow blowers, etc.). Operates various types of motor vehicles such as passenger mini vans, pickup

trucks, and utility terrain vehicles in the performance of assigned tasks. May operate small farm-type tractors with attached or towed equipment such as flail mowers, tillers, plows, front end loading devices, backhoes, forks and trailers to maintain grounds, roads and trails.

- Performs operator maintenance on all vehicles operated (e.g., monitoring fluid levels, replacing air filters and interior lights, checking tire pressure and hose connections, and washing the vehicle).
- Serves as the grounds maintenance equipment manager. Keeps the assigned vehicle and/or equipment clean, safe, and in serviceable condition. Performs minor preventative maintenance such as lubricating, changing oil and blades, sharpening blades. Tracks and monitors equipment use and performance. Schedules maintenance repairs with appropriate vendors and informs supervisors of replacement needs.
- May perform Contracting Officer Representative(COR) or inspector duties on applicable contracts related to landscape maintenance.
- Works independently and as part of a team as needed. May oversee seasonal staff, volunteer and intern activities.
- Assignments include snow and trash removal, gardening tasks and other building and grounds maintenance duties as assigned.
- Performs other duties as assigned.

- Weekend and holiday work may be required
- Valid State Driver's License Required
- Bargaining Unit Eligible
- Situational Telework Eligible
- Wear of the Forest Service Uniform Required

Duty Station



This position is in Milford, PA at Grey Towers National Historic Site. Grey Towers is the renovated ancestral home of Gifford Pinchot, first Chief of the Forest Service and two-time governor of Pennsylvania. The 44-room Châteauesque historic mansion is nestled on 102 beautifully landscaped acres along with 5-6 associated historic outbuildings and 2 Forest Service visitor and office buildings. Grey Towers serves as a national conservation education and leadership center, with conferences and public programs that promote natural and cultural

awareness and interpretation of the lives and conservation footprints of the Pinchot family. We serve approximately 20,000 visitors per year. For more information on Grey Towers, please visit our website at <https://www.fs.usda.gov/greytowers>.

Community Information

For more information about Milford, Pike County, PA, and the surrounding area, go to the following links:

<https://www.visitpa.com/region/pocono-mountains/milford> or <https://milfordpa.us/>

If you have any questions regarding the position, please contact Rebecca Philpot at rebecca.philpot@usda.gov.

Interested individuals should fill out attached response form and email to Rebecca Philpot at Rebecca.Philpot@usda.gov by Aug 15, 2022.



OUTREACH RESPONSE
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If you are interested in this position, **please complete, and send the following information** to Rebecca Philpot, at Rebecca.Philpot@usda.gov by August 15, 2022.

Name:

Date:

Address:

Phone:

E-Mail Address:

Are you a current Federal employee? Yes No

****If you answered "YES" to the question above, please fill out the following:*

Current Agency and Location:

Current Title/Series/Grade:

Indicate the type of appointment you are currently under:
(Career, Career-Conditional, Excepted, Excepted VRA, Temporary, Term, PWD, Other)

If you are not a current permanent (career or career conditional) employee, please indicate your eligibility to be hired under any of the following authorities:

- _____ *Persons with Disabilities*
- _____ *Veterans Recruitment Authority (VRA)*
- _____ *Disabled Veteran w/30% Compensable Disability*
- _____ *Veteran Employment Opportunities Act of 1998 (VEOA)*
- _____ *Returning Peace Corp Volunteers*
- _____ *Student Intern Program*
- _____ *Schedule A*
- _____ *Land Management Workforce Eligibility Act*
- _____ *Other (please explain): _____*

Briefly describe your background and experience and why you think you would be a quality candidate for this position (or attach a resume):