

JOB DESCRIPTION – LAMPOST BASKET FALL and SPRING CHAIR



PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Lamppost Basket Spring and Fall Chair, including enlisting and coordinating committee members, starting and storing Watering Golf Cart, preparing for spring planting, removing plants in the fall, reviewing irrigation system, communicating with Village and DeRivera Park Trust administration, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club President.

Lampposts are reflected on the attached diagram and numbered on each lamppost at the park side bottom. There are 45 lampposts. Four lampposts (42-45) were taken out of service in 2017. Lampposts 1 thru 27 are on the irrigation system, all of which may not be functional. The lamppost irrigation system is connected to the DeRivera Park watering system. Lampposts 28 thru 41 are not on the irrigation system. Garden Club Shed lock combination is 2-12-30.

SPECIFIC RESPONSIBILITIES

SPRING PRE-PLANTING PREPARATION (no later than May 15th)

- Opens Garden Club Shed, reviews contents, cleans and rearranges, as appropriate
- Checks Watering Golf Cart oil, starts and charges Watering Golf Cart by plugging it into battery charger.
NOTE: Watering Golf Cart may need choke on, gas pumped, etc, first time it is started in the spring
- Cleans Watering Golf Cart
- Contacts Chan Stevens to service Watering Golf Cart or if it does not start, at beginning and end of season
NOTE: Chan previously requested that we notify him, but he may not follow up
- Schedules appointment and meets with Scott Sneller at 419-341-5488 from Village maintenance to check water lines
- Checks lamppost basket irrigation system by zone, per attached diagram and compares to previous year's check list
- Reviews irrigation system in the spring and fall, noting issues and reporting to Garden Club President

FALL FLOWER REMOVAL PREPARATION – by SEPTEMBER 1st

- Obtains Plant Removal Day from Garden Club President
- Notifies Media Director of plant removal date, who will provide media notification to members and volunteers
- Verbally communicates with a minimum of two lift owners, requesting that lifts be made available to the Garden Club on Plant Removal Day at 9:00 am
NOTE: Recent owners who provided their lifts are Richard Gump (419-341-4333), Scott Market (419-304-2056), and Mike McCabe (419-631-1110)
- Reviews plans with Joan Booker to ensure PIB Village support
- Contacts three island residents, who own trucks, requesting that they be made available on Plant Removal Day
NOTE: Joan Booker and Bob Smith have provided pick-up trucks in the past

FALL FLOWER REMOVAL DAY

- Brings shovels and brooms from home
- Instructs volunteers on removal procedure, including:
 - Removing coco liners, including soil and flowers, assuring that irrigation tubing is not removed from the lamppost
 - Removing and discarding diapers
 - Placing soil and flowers in two trucks and discarding items on PIB Township property located down the 2nd driveway west of the PIB Township Hall
 - Placing reusable coco liners and plastic liners in one truck and delivering to Garden Club Shed, assuring that items are dry before storage
 - Inserting dryer sheet in each coco liner and placing one coco liner inside the other for optimal storage
- Counts the number of coco liners and plastic liners that can be reused next year
- Notifies Lamppost Basket Planting Chair of number of new coco liners and plastic liners that need to be ordered
NOTE: 82 coco liners are required, as of 2017
- Drains Watering Golf Cart hose and attached watering line
- Sweeps shed and closes it for the winter
- Schedules appointment with Chan Stevens for Fall servicing and delivers and picks up golf cart after servicing is complete
- Plugs golf cart into battery charger and stores it in shed for the winter

ADMINISTRATIVE DUTES

- Develops and maintains list of volunteers
- Provides report to Garden Club President, noting issues and status of irrigation system
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement

LAMPPOST DIAGRAM AND WATER LINE ZONES

