

JOB DESCRIPTION – LAMPOST BASKET WATERING CHAIR



PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Lamppost Basket Watering Chair, including enlisting and coordinating watering volunteers, maintaining Watering Golf Cart, maintaining and fertilizing plants, communicating with Village and DeRivera Park Trust administration, periodically reviewing irrigation system and coordinating repair, assuring flowers have been watered, submitting receipts to Treasurer for reimbursement, and submitting reports 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 lampposts with functioning irrigation do not require manual watering. Lampposts 28 thru 41 are not on the irrigation system and require watering. All baskets require fertilization. Garden Club Shed lock combination is 2-12-30.

SPECIFIC RESPONSIBILITIES

LAMPOST WATERING DUTES

- Reviews previous year's watering schedule, contacts volunteers, and prepares watering schedule
- Updates DeRivera Park / Lamppost map to identify lamppost baskets that require watering and place on Watering Golf Cart
- Reviews lamppost baskets and grass under the baskets to assure that baskets are not dry during the summer.
- Informs Garden Club President if irrigation system has failed.
- Informs Village administrator if water heads are broken
- Adds lamppost numbers for failed irrigation system to water map on Watering Golf Cart
- Contacts Chan Stevens if Watering Golf Cart requires repair
- Fills Watering Golf Cart gas tank at island garage, as required
- Purchases fertilizer at Island Hardware, as required
- Fertilizes baskets that are on the irrigation system on a weekly basis
- Checks flowers for signs of stress and assures that flowers have been watered.
- TRAINS NEW VOLUNTEERS on watering procedure, including:

Plugging/unplugging Watering Golf Cart battery charger.

NOTE: Watering Golf Cart must be plugged into battery charger upon return to shed

Assuring that hose pole is fully secured on Watering Golf Cart before leaving shed

Filling water tank at DeRivera Park Bathhouse with special key that is attached to the hose pole to turn on the water

Watering lamppost baskets

Fertilizing all lamppost baskets on Tuesdays

Filling water tank before returning Watering Golf Cart to shed

Obtaining coffee and pastry from Village Bakery, which is to be charged to the Garden Club

Watering hose pole removal to allow for it to fit into shed

Notifying Chair if Watering Golf Cart requires repair

NOTE: A pastry and coffee from the Village Bakery is available to waterers

ADMINISTRATIVE DUTES

- Develops and maintains list of lamppost basket watering volunteers
- Provides monthly reports (May - September) to Garden Club President, noting issues and status of plants and irrigation system
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement

LAMPOST DIAGRAM AND WATER LINE ZONES

