

# Monk Botanical Gardens

## Horticulture and Grounds Manager

### Position Summary

The Horticulture and Grounds Manager provides overall leadership of the Gardens' horticulture, infrastructure operations and participates in the care and maintenance of its gardens and grounds.

### Essential Functions

- Provide overall management of the gardens and grounds, ensuring their top-quality maintenance using seasonal staff and volunteers.
- Conducts maintenance of lawns, shrubs, tree removal, planting, and weed eradication.
- Prepare and administer grounds department's budget and planning including budget monitoring, strategic planning, capital projects and facility maintenance as related to horticultural services.
- Prepare annual goals and report on progress in annual performance reviews.
- Hire and supervise horticulture interns/seasonal staff and volunteers.
- Work closely with key staff and volunteers on master-planning and other issues related to site development and horticultural programs.
- Design plans for seasonal plantings and orders bulbs and plants as required.
- Design hardscape and plantings for new garden areas when assigned a project.
- Oversee plant collection management including accessioning, deaccessioning, inventorying, evaluation and identification.
- Develop and maintain planting/removal records, garden maps, chemical use records, etc.
- Supervise contractors and service providers.
- Manage equipment procurement, service and repair. Train operators of equipment to ensure safe and efficient equipment utilization.
- Oversee and assist with snow and garbage removal.
- Prepare site for special events, rentals and programs.
- Work as part of the staff and volunteer team that identifies, solicits, and cultivates funding sources for the Gardens, including grants, individual, and corporate donors.
- Work with the Education and Events Coordinator to provide educational programs on and off site in support of services and educational programs relating to the MBG mission.

- Serve as a spokesperson on the plants, gardens and gardening to the media, garden clubs and other related horticultural groups.
- Work with the Grounds Chairperson to oversee the grounds committee.
- Use social media to promote the Gardens. Provide newsletter articles and reports as requested.
- Assist with events as requested.
- Other duties as assigned.

### **Qualifications and Experience**

- Minimum of a Bachelor's degree in **Horticulture or Botany**. Master's preferred.
- Minimum of 3 years of work experience in horticulture, preferably in a public garden or arboretum setting.
- Broad knowledge of and hands-on experience in applying horticultural practices (e.g. planting, fertilization, irrigation, propagation, pruning, and weed & pest management).
- Documented supervisory and budgeting experience.
- Strong computer, writing and communication skills.
- Ability to handle and address public & horticulture issues in a public garden setting.
- Ability to ensure ~~the~~ proper use of all equipment.
- Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
- Ability to wear and use appropriate personal protective equipment as necessary.
- Good communication, interpersonal and public relations skills.
- Ability to work flexible hours when needed, including weekends and evenings.
- Must have valid CPR/First Aid Certification or willing to get one.
- Must have a current Commercial Applicator's license (or obtain within one year from date of employment).
- Must have a vehicle and possess a valid driver's license.

This position will report to the Executive Director.

### **Compensation**

This is a full time exempt position. Salary range \$42,000-\$52,000. A generous PTO program available after a 90-day performance review. Simple IRA available after 1<sup>st</sup> year of employment. **Employer-paid** dental and vision insurance along with life, long term, and short term disability insurance.