



Horticulture Specialist

Reports To: Manager, Horticulture

Status: Full Time

Summary:

As part of the Gardens' growing team, the Horticulture Specialist ensures that the Gardens property and perimeter areas conform to the high standards of WBG's maintenance practices by attending to the display beds, turfgrass, Heigold Façade beds; perimeter WBG buffer beds, trees, and woodlands. The Horticulture Specialist plays a key role in the appearance of the Gardens through his or her attention to detail, technical and time-management skills, and resourcefulness.

Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
2. Supports and facilitates positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and, an appreciation of a multicultural workplace.
3. Exhibits effective organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development programs and training to attain and maintain competency or certification.

Essential Duties and Responsibilities:

1. Assists in the maintenance and ensures quality of all parts of the living plant collection or annual beds and containers through planting, removal, weeding, watering, pruning, deadheading, mulching, edging, raking, and fertilization at the highest aesthetic, presentation, and safety standards.
2. Performs woody and herbaceous plant maintenance tasks (e.g., planting, staking, pruning, watering, health evaluation/scouting and removal).
3. Removes trash and invasive plant species in the Gardens, the Founder's Garden (Heigold Façade), property fence line perimeters, along Frankfort Avenue and Butchertown Greenway/Beargrass Creek frontages.
4. Monitors pests and diseases and uses Integrated Pest Management approach for pest control.

5. Operates equipment such as truck, utility vehicle as well as standard garden power/electric tools such as chainsaw, mower, string trimmer and blower.
6. Performs equipment maintenance on a variety of landscaping equipment (wood-handle tools and metal components, hand pruners, string trimmer, blower, chainsaw, tiller, mower, etc.)
7. Helps in the care and maintenance of the bonsai collection
8. Participates in department documentation including records of accessions and plant care.
9. Motivates and leads volunteers and interns in the maintenance of gardens and landscapes.
10. Occasionally participates in non-horticultural projects and programs that support the Garden's mission and development.
11. In coordination with the Operations team, assists with manual snow removal from paved drives/lanes, Gardens pathways and plazas and assists with weather-related emergencies (e.g., windstorm or ice storm damage, etc.).
12. Helps in the care and maintenance of greenhouse plants
13. Assists in maintenance and spot-repair of the irrigation system.
14. Participates in display development, installation, and breakdown/storage of the LED lights for the Gardens annual *Gardens Aglitter* holiday event.

Specific Skills:

Must be self-motivated, detail-oriented and follow safety precautions and protocols. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers.

Supervisory Responsibilities:

Occasional oversight of individual or group volunteers, or summer horticulture interns

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or equivalent preferred. Three to five years of experience in the field of landscaping or horticulture. Knowledge and/or experience in the following areas: arboriculture, hand tool and small power landscape maintenance equipment, Kentucky native and invasive plants, integrated pest management, and the common landscape plants of USDA plant hardiness zones 6 and 7.

Language Skills:

Ability to read, write, and converse in English. Ability to speak knowledgeably with other vendors, contractors, staff, and board of directors. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small group situations to Gardens visitors, vendors, staff, and others.

Certificates, Licenses, Registrations:

Must have a current driver's license and insurable driving record. Kentucky pesticide applicator's license desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is working outdoors with ongoing exposure to the sun, wind, humidity, and seasonal outdoor temperatures. Occasional exposure to petroleum products and/or horticultural chemicals expected. The employee is required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, climb or balance, and talk or hear. Ability to traverse moderate to difficult conditions relating to site topography and occasional construction areas. The employee must frequently stand, kneel, or bend for extended periods. The employee must often lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

Must be willing to work a 40-hour work week from Tuesday to Saturday, typically 8 am to 4 pm. May be called in to work for emergencies only, such as snow removal or storm damage; this is not typical. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

Salary range is \$40,000 - \$50,000. Salary will be based on relevant experience.

Benefits Offered: Health, vision, and dental insurances; Employee Assistance Program; simple IRA; paid time off (PTO) for vacation, sick days and 12 holidays per year; and flex spending account.

To apply, please send a résumé and concise cover letter outlining the candidate's experiences and strengths to ahagerty@waterfrontgardens.org.

Applicants selected for in-person interviews will be expected to provide a list of three professional references.

Application deadline: Monday, March 23, 2024

Employee Signature & Date

Supervisor Signature & Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties, and skills required of personnel so classified. This job description does not constitute a contract, nor does it alter the at-will status of the employee/employer relationship.