Horticulture Manager

Reports To: Director of Horticulture
Status: Full Time
Classification: Exempt

Summary:
Responsible for general day-to-day maintenance and oversight of horticultural/groundskeeping at the 23-acre WBG property or adjacent Frankfort Avenue parking lot. This position is responsible for supervising horticulture and grounds department staff in assigned garden areas, and performing all aspects of garden, grounds and display bed maintenance across the property to set and retain a standard of horticultural excellence.

Organizational Duties and Responsibilities:
1. Commitment to WGB's mission and its core values. Facilitates and supports the design and implementation of policies and procedures, including the dress code.
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 writing, 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.
6. Effectively implements the horticulture practices to ensure quality in all work; may require working with other staff and volunteers.
7. Supervises, leads and annually evaluates horticulture and grounds department direct-report staff.

Essential Duties and Responsibilities:
1. Maintain a current, valid KY Pesticide Applicator's license, using legal oversight of pesticide applications by staff at WBG.
2. Oversees, maintains 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.

3. Ensures workplace garage and storage areas for horticulture and grounds maintenance tools and supplies are maintained in an organized and safe manner.
4. Presentation of plant labels and a clean garden setting free of litter and debris from beds and walkways are expected.
5. Oversees and schedules meadow/fenceline, invasive plant removal, tree work or plant-related maintenance activities
6. Occasionally working with plants in a greenhouse setting.
7. Manages and performs the appropriate soil preparation, planting and establishment procedures for a wide array of outdoor-hardy (USDA Zone 6b) plant types.
8. Assists In the selection and recording of plant accessions in the curatorial database.
9. Works alongside other members of the WBG staff in team projects, including direct-reports, interns and volunteers.
10. Leads the horticulture internship program in supervision, recruitment, ongoing evaluation and program needs and possible collaborations.
11. Responsible for vehicle and small tool maintenance/upkeep. Operates small engine equipment safely (tiller, snowblower, weed-eater, blower, edger, mower, chainsaw, electric clipper, or other similar machines etc...).
12. Cleans, maintains and uses hand tools and equipment responsibly.
13. Support (particularly winter) in snow removal for facilities.
14. Oversight of flammables and pesticide inventory/cabinets, including MSDS and inventory reporting and display..
15. Assists with important special/seasonal events, such as Gardens Aglimmer, etc.

Specific Skills:
Must have successful experience working in a team setting. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Must have the ability to present a positive image of the organization to the community. Requires the ability to work well with other staff, interns, and volunteers.

Supervisory Responsibilities:
Responsible for outdoor horticulture and grounds permanent and seasonal staff as well as specific volunteer or intern projects and/or events.

Qualifications:
To perform this job successfully, and 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:
Minimum of an Associate's degree in Horticulture or related field and five years of practical experience, including at least three years supervising professional gardeners/groundskeepers.. Bachelor's degree and at least seven years of practical and supervisory experience in a public garden or private estate setting preferred. In lieu of degree, additional work experience will be considered.

Language Skills:
Ability to read, write, and converse in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively communicate with groups of customers, staff, vendors, and others.

Certificates, Licenses, Registrations:
Must have current driver's license and insurable driving record. Must have a Kentucky pesticide applicator's license or acquire one within 6 months of hire.

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 regularly required to talk or hear. Over the course of an 8 hour day, the employee is required perform manual labor. Ability to stand, walk, sit, use hands to finger, pull, handle, or feel, reach with hands and arms, climb ladders, kneel. The employee must regularly 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. Must be physically able to operate power equipment.

Work Environment:
Must be willing to shift work hours, work on holidays, or on weekends as requested for special events. 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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions including high heat, humidity, rain and wind as well as subfreezing temperatures and snow. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

To apply for this position please send your cover letter and resume to:
Haley Justice
Senior Manager, Human Resources
hjustice@waterfrontgardens.org

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.