

Lakewold Gardens

GARDEN MANAGER

Job Description

Job Title: Garden Manager

Department: Horticulture

Reports To: Executive Director

FLSA Status: Exempt

Pay Scale: DOE

Summary: Supervises and coordinates activities of The Horticulture Team engaged in maintenance, repair and development of Lakewold Gardens and its facilities.

Key Attributes: include the following:

- Leadership skills
- Team building skills
- Landscape design
- Departmental budgeting
- 5 years of horticulture experience, degree or Master Gardener designation preferred

Essential Duties and Responsibilities include the following:

Supervises the routine horticulture, landscaping and maintenance activities of the Horticulture Team and volunteers.

- Plans, evaluates and directs horticultural and landscaping activities, including the selection of plants, seeds, chemicals, horticultural displays, materials, equipment, special events and educational programs.
- Attends Horticultural meetings and communicates the decisions and activities agreed upon to ensure consistency and quality of work, as well as ensuring that landscape plans and designs are consistent with the design objective and Mission Statement for Lakewold.
- Diagnoses plant problems caused by insects and diseases; develops and implements treatment plans. Coordinates activities around open hours, when public is on site.
- Forecasts annual horticulture operating budget figures and monitors expenses to ensure compliance.
- Determines annual plant needs; purchases plants, fertilizers, chemicals and other supplies for specific projects.
- Trains, schedules and directs staff in planting, transplanting, chemical application and maintenance of plants and landscaping.
- Operates vehicles and power equipment.
- Ensures response is made to calls for emergency repairs, maintenance and special events, including weekends.
- Monitors the maintenance of irrigation systems to ensure proper operation.
- Directs Horticulture Team engaged in the general upkeep and minor repair of buildings, not including basic janitorial functions.
- Directs Horticulture Team in assisting other departments as requested, including the set-up and breakdown needs for events.
- Inspects completed work for conformance to specifications and standards.
- Interprets company policies to workers and enforces safety regulations.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems and/or assists team in solving work problems.
- Initiates or suggests plans to motivate team to achieve work goals.
- Confers with other supervisors to coordinate activities of individual departments.
- Performs in-field supervision and participates in activities as part of the volunteer work parties.
- Other duties as may be assigned.

Supervisory Responsibilities: Directly supervises 2 to 4 employees and several volunteers in the Horticulture Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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: Associates degree in Horticulture or related field AND four years of grounds maintenance experience which includes one year of supervisory experience OR any equivalent combination of education and experience as approved by the Executive Director. Master Gardener designation preferred.

Language Skills: 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 speak effectively before groups of customers or employees of organization.

Computer Skills: To perform this job successfully, an individual should have knowledge of the internet, Excel, and Word software programs.

Certificates, Licenses, Registrations: Current driver's license, Washington State Pesticide license preferred, CPR/First Aid within first year of employment

Other Qualifications: Must be willing to carry pager/cell phone for emergencies.

Physical Demands/Work Environment: The physical demands and work environment of this job are detailed on the next page. These parameters 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 must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Signature_____Date_____

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GARDEN MANAGER

PHYSICAL REQUIREMENTS OF THE JOB

Physical Requirements

NP Not Present
O Occasional (up to 25% of time)
F Frequent (26%-74% of time)
C Constant (75% or more of time)

| Requirement | Parameters | | | | (e.g., # lbs., % of time, what, where) |
|---|------------|---|---|---|---|
| | NP | O | F | C | |
| • Standing/Walking: Remaining on one's feet in an upright position at a work station or moving about a work area. | | | | X | Weedeating, blower, edger and mowing. |
| • Sitting: Remaining in the normal seated position. | | X | | | Mowing |
| • Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders. | | | X | | Weedeater and blower. |
| • Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs. | | | X | | Wheelbarrow, empty buckets, and raking. |
| • Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force. | | | X | | Weedeater, lawn mower and wheelbarrow. |
| • Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms. | | X | | | Ladders |
| • Traveling: Requires travel outside geographic region. | | X | | | |
| • Stooping: Bending body downward and forward by bending spine at the waist. | | | | X | Weeding |
| • Kneeling: Bending legs at knees to come to rest on knee(s). | | | | X | Weeding |
| • Crawling: Moving about on hands and knees, or hands and feet. | | | | X | |
| • Reaching: Extending hand(s) and arm(s) in any direction. | | | | X | Weedeating, blower and cleaning pool. |
| • Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s). | | | | X | Hedge trimming, weedeating and blower. |
| • Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and/or spine. | | | | X | Weedeating, weeding, blower and mowing. |
| • Talking: Expressing or exchanging ideas by means of the spoken word. | | | X | | |
| • Hearing: Receiving detailed information through oral communication. | | | | X | |
| • Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors. | X | | | | |
| • Vision: Clarity of vision at near and/or far distances. | | | | X | |
| • Driving: Requires valid state driver's license. | | X | | | |
| • Equipment: Usage or other special equipment operated. | | | X | | Workman, mower and riding tractor. |
| • Work Environment: Outdoors in all weather conditions. | | | | X | |