



Position Opening

Job Title:	Horticulturist
Department:	McGovern Centennial Gardens
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Full-time
Effective Date:	2/1/2016

Reports to Director of Horticulture

Job Description

The McGovern Centennial Gardens (MCG) in Hermann Park is a unique display garden and destination, free to the public, open daily, and available for special events on occasion. It is a place of beauty designed to stimulate learning and a love of gardens in an urban setting. The Horticulturist will join a dedicated staff responsible for the daily operation of the garden, to ensure the highest standards of landscape displays, and to implement environmentally responsible maintenance practices.

Essential Responsibilities (include but are not limited to):

- Physically perform general garden maintenance, including planting, weeding, watering, fertilizing, spraying, pruning, pest control, trimming, trash removal, etc.
- Supervise gardeners, volunteers, and interns assigned to the area. Contribute to a team effort. Collaborate with and assist maintenance staff as necessary.
- Establish and meet project completion schedules on a daily, weekly, and monthly basis under the guidance of the Director of Horticulture.
- Train and develop gardeners and seasonal employees/volunteers to increase their knowledge of plant materials and landscape maintenance.
- Train, evaluate, and effectively manage/schedule personnel, complete required personnel documentation in a timely manner.
- Assist with plant record keeping and on-going efforts to implement the design of the MCG as specified by the design team.
- Responsible for cleaning and securing all equipment at the end of the day and notifying supervisor of any tool or supply needs.
- Assist in group and special projects as required.
- Participate in garden-wide events, educational programs, and research projects as required, for example, horticultural demonstrations, horticultural tours, etc.
- Excellent communication skills are necessary, with an ability to interact with the public, to assist in monitoring public behavior within the MCG, to educate garden visitors as to acceptable 'garden etiquette'. Perform duties in a manner consistent with a public garden serving multi-generation and multi-cultural families. Serve as an 'ambassador' to Hermann Park and the HPC.
- Application of pesticides, biological controls, and fertilizers using IPM approach as required and directed. Be vigilant and proactive to monitor quality and health of plants within the garden, as well as in the parking areas and the perimeter.
- Monitor and assist maintenance staff with irrigation system, pump systems (where applicable), repair minor problems, and report malfunctions.

Other Duties and Responsibilities:

- Complies with provisions of current Employee Handbook, all published personnel policies, and the requirements of the job description.
- With supervisor, monitor and document safety and risk management programs and training for assigned personnel and volunteers.
- Ensures all mishaps, injuries, and incidents are reported immediately and in writing to the Director of Horticulture and to the Executive Director of the Hermann Park Conservancy.
- Ensures compliance with all applicable federal and state laws and regulations.

Required Skills, Education and Experience:

- Bachelor's or Associate's degree in Horticulture or a closely-related field.
- Bachelor's or Associate's degree in landscape maintenance, construction, or related field might be considered based on experience.
- At least 5 years' experience working in a recognized public or botanic garden
- Knowledge of general horticultural principles, landscape management techniques, botanical nomenclature, ornamental plant identification, and an understanding of basic garden design concepts.
- Proven track record of managing personnel in a respectful, kind, and consistent manner.
- Good organizational and record-keeping skills.
- Basic computer skills including use of Microsoft Office and Microsoft Excel.
- Must possess a valid driver's license with a current clean record, able to work legally in the United States.
- Must have or be willing to obtain a Texas Pesticide applicator's license.

Physical Demands/Working Conditions:

- Applicants must be able and willing to work outdoors in environmental and weather conditions typical to Houston, Texas.
- Able to lift 50 lbs repeatedly.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
- Must be able to handle typical landscape maintenance equipment (small vehicles, mowers, blowers, hedge trimmers, pruners, blowers, tillers, etc)
- Works with an awareness of surroundings, and vigilant to any possible threat to the safety of the visitors, volunteers, and staff or to their property. Ensures that all concerns are reported properly and promptly.
- Able to work flexible hours as needed, including a rotation for nights, weekends, and Holidays.

Compensation:

This is a full-time exempt position with competitive salary commensurate with experience. Benefits package is available.

Application Process:

Applications for this position will be accepted until a suitable candidate is identified. This position reports directly to the Director of Horticulture for the Centennial Garden, Jane Curtis. Interested applicants should submit the following via e-mail to jcurtis@hermannpark.org: (a) cover letter explaining interest in the position, (b) current resume, and (c) two references including contact information. No phone calls, please.

Hermann Park Conservancy is an equal opportunity employer.