

JOB DESCRIPTION

Position Title: Gardener, Core Gardens
Written By: Susan Mertz, Director of Horticulture
Position Reports to (Title): Horticulturists, Core Gardens
Effective Date: August 2021
Department: Horticulture
Exempt/Non-Exempt: Non-Exempt, Hourly

1. Position Summary

This position under the supervision of the area horticulturist and is responsible for the overall horticultural management, installation, display and maintenance of the Core Gardens. The highest quality and execution should be focused on design maintenance and development and installation of these various areas providing the visitor with impactful moments at Powell Gardens.

2. Essential Functions

Garden Maintenance and Design

- Responsible for weeding, mulching, watering, planting and general maintenance. We strive for excellence, emphasizing the quality of collections, materials, function, and design. By maintaining exemplary standards of horticultural care, we reflect this commitment to excellence, ensure the optimal health of our living collections, and create a landscape of enduring beauty.
- Design and implementation of creative displays in the assigned beds of the Core Gardens with a focus on collections.
- Interacting and interpreting different elements of our displays through talks and chalk board signs.
- Quickly change out plants as needed so no dead or declining plants are on display.
- Assist with snow and ice removal on sidewalks.

Assist with meeting timelines for displays, installation, maintenance, and containers:

January – clean up perennial beds, oversee de-installation of FOL

February – clean and compost outside beds

March – continue clean up and composting of beds, clean up early spring flowering perennials, fertilize perennial beds, plant overwintered perennials, plant early spring annuals, plant spring containers

April – forced bulbs in place, install tender annuals and cool season crops, water, weed, deadhead bulbs as needed

May – prune deciduous trees as needed, weed beds, water, edit underperforming plants, daily deadhead perennials and roses, pick Japanese Beetles

June – plant summer annuals first week of June, water, weed, deadhead, stake plants as needed, plant summer containers, pick Japanese Beetles

July – transplant annuals/perennials as needed, prune larger vines as needed, remove dead foliage in perennial beds, deadhead daily

August - transplant annuals/perennials as needed, prune larger vines as needed, remove dead foliage in perennial beds, deadhead daily

September – pull summer annuals in preparation of fall installation, clean up perennial beds, plant fall containers, plant fall beds, install FOL

October – water, weed, prune, install FOL, plant bulbs

November – remove fall display plantings, plant spring bulbs, install holiday display (FOL runs mid-November thru first weekend in January)

December – water, clean up, replace poinsettias as needed, clean up leaves in beds

Garden Manual

- Assist with annual content updates for the area's garden manual.

Plant Accession and Plant Tags

- Assist with accurate documentation of the area's plant records and requests for new and updated plant tags.

Pest and Disease Management

- Identify and control any threatening plant pests and diseases.

Seasonal Festivals and Exhibitions

- The horticulture team is an integral part of planning, designing, installing and tearing down seasonal festivals and annual exhibitions. Participation in meetings, creating designs, hands-on construction, and working festival shifts beyond traditional garden hours will be required.

Facilities Maintenance

- Inspect and communicate concerns and needs in a timely manner allowing enough lead time to manage issues.

Volunteers/Interns

- Provide direction and support for all volunteers and interns in your area.
- Evaluate volunteers and interns, training as required.
- Ensure that they utilize the best horticultural practices in the Gardens.

3. Sphere of Responsibility

Supervises:

- Interns
- Volunteers

4. Internal and External Contacts

Internal: Powell Gardens staff, horticulture department, maintenance department.

External: Visitors, donors, volunteers, board members, contractors, vendors.

5. Consequence of Error

The Core Gardens is at the heart of the visitor experience. The overall quality and presentation of these gardens often provide the visitor with their first impression. The inability to provide the leadership and quality of these Gardens will affect the overall visitor experience, donor cultivation and community support. High standards must be upheld in all areas under this position. Advocacy and problem-solving are key to success for this person.

6. Experience/Education

Education	High School Diploma or GED, AAS or Bachelor’s Degree in Horticulture, Plant Sciences or related field.
Experience	2 Years in Horticulture and Landscaping or similar field.
Knowledge	Operate necessary garden equipment and vehicle. Valid driver’s license
Communications	Written and oral communication skills. Timely and organized.
Core Competencies	<p>Action- Oriented Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues .</p> <p>Courage Readily tackles tough assignments; faces difficult issues and supports others who do the same; provides direct and actionable feedback; is willing to champion an idea or position despite dissent or political risk.</p> <p>Instills Trust Demonstrates respect of others through honoring commitments; demonstrates fair and ethical behavior with customers and employees; is consistently aware of the shadow he/she casts; gains the confidence and trust of others easily; expresses self in credible and transparent manner.</p> <p>Managing Change & Improvement Measures effectiveness in initiating changes; adapts to necessary changes from old methods when they are no longer practical; identifies new methods and generates improvement in the organization’s performance.</p> <p>Nimble Learning Learns quickly when facing new situations; experiments to find new solutions; takes on the challenge of unfamiliar tasks; extracts lessons learned from failures and mistakes.</p> <p>Situational Adaptability Picks up on situational cues and adjusts in the moment; readily adapts personal, interpersonal, and leadership behavior; understands that different situations may call for different approaches; can act differently depending on the circumstances.</p>

7. Physical Requirements/Work Environment

Must be able to lift 40lbs; accomplish strenuous work ongoing basis in various conditions, including extreme heat and cold; must have dexterity and be able to groom plants and prune with speed and accuracy; ability to work evenings, holidays and weekends as required.

Disclaimer Statement:

Powell Gardens Inc./Core Gardens, Gardener / August 2021

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted By: _____ Date: _____