

## JOB DESCRIPTION

**Position Title:** Gardener, North and Visitor Center Gardens

**Written By:** Susan Mertz, Director of Horticulture

**Position Reports to (Title):** Eric Perrette, Lead Horticulturist, North and Visitor Center Gardens

**Effective Date:** January 2023

**Department:** Horticulture

**Exempt/Non-Exempt:** Non-Exempt, Hourly

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### **1. Position Summary**

This gardener position, under the supervision of the Lead Horticulturist, North (Heartland Garden and Children's Garden) and Visitor Center Gardens assists with overall horticultural installation, display, maintenance, growing crops, and collections care. 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. Assisting with seasonal festival installation and support of the Garden is an additional responsibility.

### **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, take down and store Festival of Lights (FOL) installations.

February – clean and compost outside beds, take down and store FOL lights

March – continue clean up and composting of beds, clean up early spring flowering perennials, fertilize perennial beds, planting overwintered perennials, planting early spring annuals, planting spring containers, taking down and store FOL lights

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 displays

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.

#### Collections

- Assist with maintenance of plants in the collections' greenhouses – Temperate Collection in H1.
- Assist with maintenance of plants in the collections' greenhouses – Seed to Plate tropical and temperate edible displays.

#### 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 as required.

#### 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

- Assist in providing direction and support for all volunteers and interns in your area.

### **3. Internal and External Contacts**

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

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

### **4. Consequence of Error**

The Garden will provide the highest quality experience of a botanical garden. The overall quality and presentation of this garden often provide the visitor with their first impression. The inability to provide quality of these Garden 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.

### **5. Experience/Education**

<b>Education</b>	High School Diploma, GED or 2-year associate degree in Horticultural field or related area, Plant Sciences, or related field
<b>Experience</b>	No experience required but preferred 1-2 years in a botanical garden or similar field.
<b>Knowledge</b>	Operate necessary garden equipment and vehicle. Valid driver's license.
<b>Communications</b>	Written and oral communication skills. Timely and organized.
<b>Core Competencies</b>	<p><b>Action- Oriented</b> Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and tough times; steps up to handle tough issues.</p> <p><b>Courage</b> 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><b>Instills Trust</b> 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><b>Managing Change &amp; Improvement</b> 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><b>Nimble Learning</b> Learns quickly when facing new situations; experiments to find innovative solutions; takes on the challenge of unfamiliar tasks; extracts lessons learned from failures and mistakes.</p> <p><b>Situational Adaptability</b> Notices 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>

## **6. Physical Requirements/Work Environment**

Must be able to lift 40lbs; accomplish strenuous work on an 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.

## **7. Application Process**

Applicants interested in the gardener position must submit the following to [hr@powellgardens.org](mailto:hr@powellgardens.org).

- Cover letter addressing the following:
  - Why are you interested and what do you expect to gain from the experience?

- What is your experience with horticulture and/or gardening?
- Do you have professional or volunteer experience with product displays, exhibits, and/or festivals?
- What areas of horticulture are you currently most interested in?
- Resume
- Three references: professional, academic, and/or personal

***Disclaimer Statement:***

*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: \_\_\_\_\_