

JOB DESCRIPTION

Position Title : Natural Resources

Written By: Susan Mertz, Director of Horticulture

Position Reports to (Title): Susan Mertz, Director of Horticulture

Effective Date: August 2022

Department: Horticulture

Exempt/Non-Exempt: FT Non-Exempt, Hourly

1. Position Summary

This position is responsible for the overall horticultural management of the Family Discovery Loop (1-mile trail), Parking Lot Arboretum, trees, and assisting with natural lands surrounding the Core Gardens, Visitor Center, North Gardens at Powell Gardens. The highest quality and execution should be focused on maintenance and development areas providing the visitor to Powell Gardens a setting for a botanical garden experience.

We strive for excellence with horticultural display and impact on visitor experience, 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 giving a positive impact on visitor experience.

2. Essential Functions

Grounds and Natural Resources

- Implement thoughtful strategies for tree and shrub maintenance allowing for the least amount of impact to the visitor experience.
- Development and maintenance of hiking and interpretive trails, assisting with restoration of the property's natural lands and endangered plant species under the direction of the Conservationist.
- Utilize project management tools, work request forms, Teams, spreadsheets and word documents to develop strategic tree and shrub care, manage projects, and effectively communicate.
- Have or obtain certified arborist credentials.
- Have or obtain pesticide handling certification.
- Prescribed burn or general fire management experience is preferred. Must be willing to obtain state certification and continuing education opportunities for prescribed fire management.

Garden Maintenance

- Create and implement garden-wide schedule for strategic tree and shrub pruning in accordance with certified arborist best practices.
- Oversee the maintenance of the Parking Lot Arboretum with tree care and updated plant tags.
- Weekly tree pruning as requested with a focus on visitor traffic areas, tram routes, and golf cart pathways.
- Weekly trail maintenance with a focus on the one-mile Family Discovery Loop including removing limbs, pruning passageways, controlling poison ivy, updating signs, and updating literature on entrance board in collaboration with the Conservationist.

- Removal of dead or hazardous trees in a timely manner to prevent visitor, volunteer, and staff injury and avoid damage to the gardens.
- Spray North Gardens and Perennial Garden pavers with organic products for weed control weekly or every other week as needed from spring through fall.
- Under the direction of the Conservationist, assist with maintenance of the Prairie Ridge Trail.
- Participate in seasonal burns of prairies, meadows, lake edges, and fields under the direction of the Conservationist.
- Late winter, early spring fruit tree pruning in collaboration with the Lead Horticulturist of the North Gardens.
- Seasonal bagworm control including junipers, beech trees in Fountain Garden, blue spruces in Conifer Garden.
- Assist with mowing, trimming, and blowing sidewalks as needed.
- Assist with applying pre-emergent in garden beds as scheduled.
- Lead of snow and ice removal for sidewalks working with the horticulture and maintenance teams.

Pest and Disease Management

- Identify and control threatening plant pest and diseases as required.
- Have or obtain certified non-commercial applicator's (pesticide) licence.

Facilities Maintenance

- Working with horticulture and maintenance staff, proactively assess the structural integrity and equipment needs of areas.
- Inspect and communicate concerns and needs in a timely manner allowing enough lead time to manage issues.

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.

Garden Manual

- Annual content updates for the natural resources and other assigned garden manuals.

Plant Accession and Plant Tags

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

Volunteers/Interns

- Provide direction and support for all volunteers and interns in your area
- Evaluate volunteers and interns as required
- Ensure volunteers/interns are properly trained and utilizing best practices in the Gardens

3. Sphere of Responsibility

Supervises:

- Interns

- Volunteers

4. Internal and External Contacts

Internal: All levels of staff and volunteers

External: Vendors, donors, Board members, visitors, members, contractors

5. Consequence of Error

This position is responsible hiking trails, parking lot arboretum, trees, waters and natural lands at Powell Gardens. The overall quality and presentation of these areas often provide the visitor with their first impression. The inability to provide the leadership and quality of these areas 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	Bachelor's Degree in Horticulture, Plant Sciences or related field
Experience	3-5 Years in a botanical garden or similar field; preferred experience in Arboriculture, Grounds and Natural Resources
Knowledge	Operate necessary equipment such as mowers, trimmer, other garden equipment and vehicle. Must obtain certified non-commercial applicator's (pesticide license), certified arborist license, and valid driver's license
Communications	Written and oral communication skills Public speaking and training as required Timely and organized
Core Competencies	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. Builds Networks Maintains relationships across a variety of functions and locations; draws upon multiple relationships to exchange ideas, resources, and know-how; consults with a wide network of internal and external connections; connects the right people to accomplish goals, works through formal and informal channels to build broad-based relationships and support. Collaborates Models collaboration across the organization; facilitates an open dialogue with a wide variety of contributors and stakeholders; represents own interests while being fair to others and their interests; credits others for their contributions and accomplishments; promotes high visibility of shared contributions to goals.

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.

Cultivates Innovation

Moves beyond traditional ways of doing things; pushes past the status quo; continually assesses the market potential of an innovative idea or solution; finds and champions the best creative ideas and actively moves them into implementation; tries multiple varied approaches to innovative ideas; builds excitement in others to explore creative options.

Decision Quality

Makes sound decisions, even in the absence of complete information; relies on a mixture of analysis, wisdom, experience, and judgment when making decisions; considers all relevant factors and uses appropriate decision-making criteria and principles; recognized when a quick 80% solution will suffice.

Drives Results

Has a strong bottom-line orientation – sets aggressive goals and high standards; persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results; pursues everything with energy, drive, and the need to finish.

Financial Acumen

Develops and manages budgets for assigned areas; reallocates resources as necessary; encourages all too effectively manage expenses and resources; integrates various factors from multiple perspectives to formulate possible outcomes.

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.

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.

Manages Conflict

Step up to conflicts, seeing them as opportunities; asks questions and listens closely to all issues presented; finds common ground and drives to consensus, ensuring that all feel heard; defuses high-tension situations effectively.

Optimizes Work Processes

Designs processes and procedures that allow managing from a distance; seeks ways to improve processes, from small tweaks to complete reengineering; separates and combines tasks into efficient and simple

	<p>workflow; thinks about the whole system, focuses efforts on continuous improvement; identifies and seizes opportunities for synergy and integration.</p> <p>Resilient Stays focused and composed in stressful situations; maintains a positive and forward-thinking approach despite trouble circumstances and setbacks; takes constructive action to navigate difficulties or obstacles; is viewed as a source of confidence in high-stress situations.</p> <p>Tech Savvy Anticipates the impact of emerging technologies and makes adjustments; readily learns and adopts new technologies; continually scans the environment for technology breakthroughs; experiments with a wide range of existing technologies while applying new and emerging options that can enhance organizational outcomes; encourages others to learn and adopt new technologies.</p>
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7. Physical Requirements/Work Environment

Must be able to lift 50lbs; accomplish strenuous work an and ongoing basis in various conditions ,including extreme heat and cold ; willingness to don waders and enter the garden pools; 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:

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: _____