

## JOB DESCRIPTION

**Position Title:** Senior Gardener, Core Gardens

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

**Position Reports to:** Assistant Director of Horticulture

**Effective Date:** August 2022

**Department:** Horticulture

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

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### **1. Position Summary**

This position, under the supervision of the area horticulturist, 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, take down and store FOL (Festival of Lights) lights

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

March – continue cleaning up and composting of beds, clean up early spring flowering perennials, fertilizing perennial beds, plant overwintered perennials, plant early spring annuals, plant 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 display (FOL runs mid-November through first weekend in January)

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

### 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.

### Pest and Disease Management

- Identify and control threatening plant pests and diseases as required.

### Garden Manual

- Annual content updates for 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.

### Facilities Maintenance

- Working with the Director of Horticulture, Lead Horticulturists, and maintenance staff, proactively assess the structural integrity and equipment needs of the Core Garden bed areas.
- Inspect and communicate concerns and needs in a timely manner allowing enough lead time to manage issues.

## **3. Sphere of Responsibility**

Key staff member responsible for first impressions as visitors enter Powell Gardens

## **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 for the first impression at the Core Gardens. The visual impact and creativity of these beds can impact the visitor in a positive or negative manner. Additionally, the seasonal transitions of these beds should be smooth and quick for the least amount of disruption to visitors. This position, above most others in the horticulture department, should be seen as a creative and innovative member of the design team and, as such, the results should create WOW moments for the visitors.

## **6. Experience/Education**

<b>Education</b>	AAS or Bachelor's Degree in horticulture, plant science or related field
<b>Experience</b>	3-5 years' experience
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Operate necessary equipment such tillers, other garden equipment and vehicle.</li><li>• Must obtain certified non-commercial applicator's (pesticide) license and valid driver's license.</li><li>• Must be able to calculate and mix proper fertilizer, chemical, and pesticide formulations.</li></ul>
<b>Communications</b>	Written and oral communication skills Public speaking and training as required

	Timely and organized
<b>Core Competencies</b>	<p><b>Action- Oriented and Nimble Learning</b>  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; 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><b>Builds Networks</b>  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.</p> <p><b>Collaborates</b>  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.</p> <p><b>Cultivates Innovation</b>  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.</p> <p><b>Drives Results</b>  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.</p> <p><b>Financial Acumen</b>  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.</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>Manages Conflict</b>  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.</p> <p><b>Optimizes Work Processes</b>  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 workflow; thinks about the whole system, focuses efforts on continuous improvement; identifies and seizes opportunities for synergy and integration.</p> <p><b>Situational Adaptability and Decision Quality</b></p>

	<p>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: 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; recognizes when a quick 80% solution will suffice</p> <p><b>Tech Savvy</b>          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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**9. Physical Requirements/Work Environment**

Must be able to lift 50 lbs; accomplish strenuous work on an ongoing basis in various weather conditions, including extreme heat and cold; must have dexterity and be able to groom plants and transplant small plants with speed and accuracy; ability to work evenings 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: \_\_\_\_\_