

JOB DESCRIPTION

Position Title: Senior Gardener, Visitor Center Gardens

Written By: Susan Mertz, Director of Horticulture

Position Reports to (Title): Brent Tucker, Lead Horticulturist, Visitor Center Gardens

Effective Date: 2022

Department: Horticulture

Exempt/Non-Exempt: Non-Exempt, Hourly

1. Position Summary

This Senior Gardener position is under the supervision of the Lead Horticulturist and works effectively both independently and in group settings. The ability to make decisions and take action is a must. Senior Gardener areas of responsibility and accountability include:

- Responsible for all volunteer activities with the Visitor Center Gardens including, but not limited to, communications, scheduling, training, preparing for workdays, and working side by side with volunteers.
- Garden lead for the Visitor Center front entrance Gardens, Founder's Garden, Board Member Garden, terrace gardens, and stacked wall garden ensuring highest level of display and garden maintenance following the monthly garden maintenance schedule below.
- Lead seasonal garden design layout and installation.
- Lead maintenance and de-installation of conservatory displays.
- Lead with plant tag requests.
- Lead with inventory and create supply lists for tools and garden maintenance products.
- Lead with processing pupae shipments, transfer, and daily maintenance throughout Festival of Butterflies.
- Assist with plant selection and lead with maintenance of indoor decorative plants including Grand Hall, restrooms, Perennial Lounge and throughout the Visitor Center.
- Assist with plant collection accession.
- Assist with pest and disease management for both indoor and outdoor plants.
- Assist with collection care in greenhouse 3.
- Assist with installation, maintenance, and de-installation of container gardens.
- Assist with project board and timelines.
- Senior Gardener trains and leads gardener(s), intern(s), and volunteers.

This position also has a significant role in the success of plant display and visitor experience. 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

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.

Meet timeline for displays, installation, maintenance, and containers:

- January – clean up perennial beds, remove poinsettias and holiday plantings in the conservatory, water fall annuals as needed, remove holiday decorations in beds and containers, weekly check of winter containers and refresh as needed
- February – clean and compost outside beds, weekly check of winter containers and refresh as needed
- March – continue clean up and composting of beds, clean up early spring flowering perennials, fertilize annual and 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, prune boxwoods, pick Japanese Beetles
- June – plant summer annuals first week of June, water, weed, deadhead, stake plants as needed, plant summer containers
- 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
- October – water, weed, prune, plant spring bulbs
- November – remove fall display plantings, plant spring bulbs, plant winter annuals, holiday display (FOL mid-November thru first weekend in January)
- December – water, clean up, replace poinsettias as needed, clean up leaves in beds

Quick removal of dead, damaged, and diseased plant material from beds and containers.

Perform seasonal pruning and deadheading, additional clean up as needed.

Interacting and interpreting different elements of our displays through talks and chalk board signs.

Collections

Assist with maintenance of plants in the collections' greenhouses – Tropical Collection in H3.

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:

- Gardeners
- 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 Visitor Center is the first impression area of the visitor experience. The overall quality and presentation of these gardens must be maintained at a high level at all times. 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	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 . 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. 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

	<p>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>
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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 ; 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: _____