



## JOB DESCRIPTION

<b>Job Title:</b>	Part-Time Gardener
<b>Department:</b>	The Commons, Lake Plaza & Japanese Garden Operations
<b>Work Location:</b>	Hermann Park, Houston, TX
<b>Full-time/Part-time:</b>	Part-Time, Hourly (Weekdays and occasional weekends)
<b>Effective Date:</b>	Immediately

### Primary Focus

Hermann Park is one of Houston's premier historic greenspaces, home to the city's most iconic public gardens and park amenities. Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park, today and for generations to come. The part-time gardener will join a dedicated and diverse team responsible for landscape and horticulture maintenance throughout Hermann Park, including locations at The Commons (scheduled to open in April 24'), Lake Plaza, and the Japanese Garden.

### Duties and Responsibilities

- Physically perform general grounds maintenance including but not limited to pruning, trimming, mulching, weeding, raking, planting, watering, fertilizing, spraying, trash removal, etc.
- Shovel, load, transport, and spread mulch, gravel, soil, compost, and other bulk materials to project locations in the field.
- Lead volunteer groups in various garden tasks as assigned. Plan work areas for groups; prepare and clean up tools for projects. Explain safety procedures and proper tool use for given tasks.
- Operate battery or gas powered equipment including, but not limited to golf carts, blowers, and spray equipment.
- Work individually and as part of a team to achieve the highest quality of maintenance for any assigned garden zone. Be willing to assist in other operational areas including setting up furniture for events, cleaning, and light housekeeping duties.
- Work to support the organization's goals outlined for any given area. Follow task guidelines, utilize relevant horticultural principles and adapt techniques for best practice as directed by supervisor.
- Apply fertilizers, pesticides, herbicides and biological controls using an IPM approach as required and directed, prioritizing organic methods. Be vigilant and proactive to monitor quality and report on health of plants within the park.
- Interact with the public and assist in monitoring public behavior to educate garden visitors on acceptable garden etiquette. Perform duties in a manner consistent with a public garden serving multi-cultural/generational families.
- Complete daily timesheets and inventory logs to record activity.
- Clean and secure all equipment at the end of the day; notify supervisor of any tool or supply needs.
- Monitor and assist maintenance staff with irrigation system and report malfunctions.
- Comply with all safety and PPE requirements of the organization.
- Other duties as assigned.

### Skills and Qualifications

- Minimum education: High school diploma
- 2 years of experience in a garden, park, or landscaping setting

OR

- Completion of professional training such as Texas Master Gardener, Texas Master Naturalist, Certified Landscape Professional, or similar horticulture program

OR

- A degree in horticulture, agronomy, forestry, conservation, or related field
- Experience working in groups or independently with minimal supervision.
- Must possess a valid Texas driver's license with a current clean record, able to work legally in the United States.
- Must pass a background check and pre-employment drug test, and random drug tests throughout employment.

#### **Working Conditions**

- Required to work at a public park with a high degree of public interaction.
- Required to perform work outdoors, occasionally in adverse weather conditions.
- Required to perform manual labor, including lifting supplies and materials up to 50 lbs.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
- Must conform to Hermann Park Conservancy dress and grooming standards, work rules, and safety procedures.
- Able to work flexible hours as needed, including a rotation for nights, weekends, and holidays.

#### **Compensation and Hours**

- \$16.50 - \$17.50 hourly
- 25 hours per week
- Shifts primarily: 7am-3:30pm M-F (with rotational weekends, holiday and alternative shifts as required)
- Matching 403b program after 6 months

#### **How to Apply**

**E-mail cover letter and resume to:**

Hermann Park Conservancy  
Attn: Caitlin Talkington  
Landscape Horticulture Manager  
1700 Hermann Drive  
Houston, TX 77004  
E-mail: [employment@hermannpark.org](mailto:employment@hermannpark.org)