



## Position

<b>Job Title:</b>	<b>Landscape Horticulture Manager</b>
<b>Department:</b>	McGovern Centennial Gardens
<b>Work Location:</b>	Hermann Park, Houston, TX
<b>Full-time/Part-time:</b>	Full-time salary, exempt
<b>Effective Date:</b>	March 28, 2018

### Reports to Director of Operations

#### Job Description

The Landscape Horticulture Manager will lead a dedicated and diverse team responsible for sustainable horticulture maintenance throughout Hermann Park including the McGovern Centennial Gardens, Japanese Garden, and Lake Plaza locations. The Landscape Horticulture Manager will demonstrate a high degree of horticultural problem solving with a proven track record of success in the craft. This position will further provide administrative support for horticulture staff and parkwide horticulture operations.

#### Primary Areas of Responsibility (included but not limited to)

- Uphold and enforce landscape horticulture maintenance standards with staff, volunteers, and contractors throughout Hermann Park's maintenance zones.
- Supervise gardeners, volunteers, and interns assigned to specific areas, holding them accountable to standards and performance outcomes.
- Train and develop gardeners and volunteers to increase their knowledge of landscape horticulture including plant materials, maintenance techniques, and sustainable practices.
- Schedule and manage personnel, completing required documentation in a timely manner including but not limited to timesheets, performance reviews, disciplinary actions, and other human resource or administrative forms.
- Perform physical garden maintenance tasks to maintain visibility and momentum with frontline gardening staff and volunteers.
- Establish and meet project completion schedules on a daily, weekly, and monthly basis utilizing a work order management system.
- Identify, plan, and execute park maintenance projects with staff, volunteers, or contractors; inspect completed work and resolve work orders with material cost, inventory, and labor information.
- Provide detailed record keeping, documentation, and reporting of horticulture maintenance activities; seek to improve operational efficiencies through process improvement.
- Maintain inventory of equipment, tools, landscape materials, and consumable supplies; participate in the procurement process to replace or purchase new items.
- Participate in garden-wide events, educational programs, and research projects as required, for example, horticultural demonstrations, horticultural tours, etc.
- Model the ability to interact with the public in a manner that builds relationships and community around Hermann Park Conservancy's mission, people, and assets (ambassadorship). Enforce park rules through positive interventions with garden visitors.
- Apply of pesticides, biological controls, and fertilizers using IPM approach as required and directed. Be vigilant and proactive to monitor quality and health of plants within all areas of Hermann Park.
- Learn the concepts and benefits of compost tea, utilizing specialized equipment to brew and apply tea to plants and soils.

- Monitor and assist maintenance staff with irrigation system, pump systems (where applicable), repair minor problems, and report malfunctions.
- Support internal fundraising and community events by collaborating with planning teams; Participate in preparation, execution, and cleanup of events.

**Qualifications**

- Bachelor’s degree in horticulture or a closely-related field.
- At least 2 years of experience in a leadership position with direct reports.
- At least 5 years of general landscape horticulture industry experience with knowledge of horticultural principles, landscape management techniques, plant identification, and an understanding of basic garden design concepts.
- Superb organizational and record-keeping skills.
- Moderate to advanced skill with Microsoft Office; must possess the ability to quickly learn applications including but not limited to web based work order platforms, GIS, or other applications.
- Must possess a valid driver’s license with a current clean record, able to work legally in the United States.
- Must have or be willing to obtain a non-commercial Texas Pesticide applicator’s license within 6 months of hire.

**Other Duties and Responsibilities:**

- Complies with provisions of current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Enforces safety procedures with staff and volunteers; documents and reports incidents as directed.
- Ensures compliance with all applicable federal and state laws and regulations.
- Participates in emergency plan preparation and execution during severe weather events.
- Other duties as assigned.

**Physical Demands/Working Conditions:**

- Applicants must be able and willing to work outdoors in environmental and weather conditions typical to Houston, Texas.
- Able to lift 50 lbs repeatedly.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
- Must be able to handle typical landscape maintenance equipment (small vehicles, mowers, blowers, hedge trimmers, pruners, blowers, sprayers, tillers, etc)
- Works with an awareness of surroundings, and vigilant to any possible threat to the safety of the visitors, volunteers, and staff or to their property. Ensures that all concerns are reported properly and promptly.
- Able to work flexible hours as needed, including a rotation for nights, weekends, and Holidays.

**Compensation:**

This is a full-time exempt position with competitive salary commensurate with experience. Benefits package available.

**Application Process:**

Interested applicants should submit the following via e-mail to David Renninger [drenninger@hermannpark.org](mailto:drenninger@hermannpark.org):

- Subject line reading “Landscape Horticulture Manager – Your Name”
- Cover letter explaining interest in the position
- Current resume
- Two references including contact information.

All documents must be submitted in PDF format. No phone calls, please.

*The Hermann Park Conservancy is a citizens’ organization dedicated to the stewardship and improvement of Hermann Park-- today and for generations to come.*

*Hermann Park Conservancy is an equal opportunity employer.*