



## 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>	April 1, 2021

### 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, Lott Hall, 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)

- Lead landscape horticulture maintenance teams, volunteers, and contractors to execute planned maintenance and on demand tasks according to plan, holding them accountable to performance standards and expectations; seek to improve operational efficiencies through process improvement.
- Document all production work into a work order management system, reporting on budget to actual outcomes for finalized work assignments.
- Train and develop landscape horticulture staff and volunteers to increase their knowledge of horticulture including plant materials, maintenance techniques, and sustainable practices.
- Conduct daily huddles and weekly meetings with staff to schedule upcoming work and address issues.
- Establish goals, conduct performance reviews, provide coaching, corrective feedback, and administer other human resource or administrative responsibilities.
- Perform physical garden maintenance tasks to maintain visibility, momentum, and rapport with frontline horticulture staff and volunteers (25-50% of time should be spent in the field).
- 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.
- 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.
- Apply and/or delegate use 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.
- Monitor and assist maintenance staff with irrigation and pump systems (where applicable).
- 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 3 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 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 emergency 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.
- Must be 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 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.

**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.*