



Position Opening

Job Title:	Assistant Gardener
Department:	McGovern Centennial Gardens
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Part-time, hourly, Monday & Tuesday
Effective Date:	Open immediately until filled

Hermann Park Conservancy (HPC) is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come.

Job Description

The McGovern Centennial Gardens (MCG) in Hermann Park is a unique display garden and destination, free to the public, open daily, and available for special events on occasion. It is a place of beauty designed to stimulate learning and a love of gardens in an urban setting. The Gardener will join a dedicated team responsible for the daily operation of the Gardens to ensure the highest standards of landscape displays and to implement environmentally responsible maintenance practices.

Essential Responsibilities (include but are not limited to):

- Physically perform general garden maintenance, including weeding, watering, planting, fertilizing, mulching, pruning, trimming, trash removal, etc.
- Clean and secure all equipment at the end of the day; notify supervisor of any tool or supply needs
- 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-generation and multi-cultural families. Serve as an 'ambassador' to Hermann Park for HPC
- Assist and perform tasks such as transplanting trees and shrubs, potting flowers and plants, and propagating garden vegetables
- Assist in preparation of soil and seed beds, receive training to grade sod, weed, mulch, and mow lawns
- Assist in repairing damaged planting areas, receive training in pruning and spraying trees, shrubs, and plants
- Assist in the application of pesticides, biological controls, and fertilizers using an Integrated Pest Management (IPM) approach as directed
- Demonstrate ownership of assigned maintenance zones by upholding horticulture maintenance standards to the highest degree
- Assist in group and special projects as required
- Monitor and assist maintenance staff with irrigation systems and report malfunctions

Other Duties and Responsibilities:

- Comply with provisions of current HPC Employee Handbook, all published personnel policies, and the requirements of the job description
- Ensure all mishaps, injuries, and incidents are reported immediately and in writing to a manager
- Perform simple record keeping and prepares simple timesheets or reports

Required Skills, Education and Experience:

- Certificate from a recognized horticultural or botanical program like the Texas Master Gardener certification OR
- One year equivalent experience working or volunteering in a public or botanic garden OR
- Knowledge of general horticultural principles, landscape management techniques, ornamental plant identification AND a strong interest in and ability to learn plants and their horticultural requirements

- Experience working in groups or independently with minimal supervision
- Basic computer skills including use of Microsoft Office and Microsoft Excel
- Must possess a valid Texas driver's license with a current clean record, able to work legally in the United States

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, 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 part-time non-exempt position, \$13.00 - \$15.00 hourly

How to apply:

Applications for this position will be accepted until a suitable candidate is identified. This position reports directly to the Landscape Horticulture Manager for Hermann Park Conservancy. Interested applicants should submit the following via e-mail to David Renninger, Director of Operations, Hermann Park Conservancy: (a) cover letter explaining interest in the position, (b) current resume, and (c) two references including contact information. No phone calls or walk-ins, please.

Hermann Park Conservancy is an equal opportunity employer.