

# Lakewold Gardens

## LEAD GARDENER

### Job Description

**Job Title:** Lead Gardener

**Department:** Horticulture

**Reports To:** Executive Director

**FLSA Status:** Non-Exempt part-time, 30 hours per week.

**Pay Scale:** \$14.00-\$16.00 per hour plus vacation and sick leave.

**Summary:** Supervises and performs horticulture and landscape activities of the Horticulture Team, volunteers, and Garden Rangers, while working in concert with the Facilities and Maintenance Team.

**Key Attributes:** include the following:

- Leadership skills
- Team building skills
- Landscape design
- Departmental budgeting
- 2 years of horticulture experience, degree preferred

**Essential Duties and Responsibilities include the following:**

- Plans, evaluates and directs horticultural and landscaping activities, including the selection of plants, seeds, chemicals, horticultural displays, materials, equipment, special events and educational programs.
- Attends Horticultural meetings and communicates the decisions and activities agreed upon to ensure consistency and quality of work, as well as ensuring that landscape plans and designs are consistent with the design objective and Mission Statement for Lakewold.
- Diagnoses plant problems caused by insects and diseases; develops and implements treatment plans. Coordinates activities around open hours, when public is on site.
- Assists director with annual horticulture operating budget figures and monitors expenses to ensure compliance.
- Determines annual plant needs; purchases plants, fertilizers, chemicals and other supplies for specific projects.
- Trains, schedules and directs staff in planting, transplanting, chemical application and maintenance of plants and landscaping.
- Operates company vehicle and power equipment.
- Inspects completed work for conformance to specifications and standards.
- Interprets company policies to workers and enforces safety regulations.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems and/or assists team in solving work problems.
- Initiates or suggests plans to motivate team to achieve work goals.
- Confers with other supervisors to coordinate activities of individual departments.
- Performs in-field supervision and participates in activities as part of the volunteer work parties.
- Works with staff in the garden to facilitate horticultural displays.
- Writes newsletter articles and other educational pieces focused on horticulturally-related topics.
- Speaks to groups about the gardens; gives guided tours.
- Other duties as assigned.

**Supervisory Responsibilities:** Directly supervises 4 to 7 employees in the Horticulture Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

*To perform the job successfully, an individual should demonstrate the following competencies:*

**Design** - Generates creative solutions; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason and good judgement when dealing with emotional topics.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult customer situations; Responds promptly to customer needs; Meets commitments.

**Interpersonal Skills** - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to ideas of others and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Develops subordinates' skills and encourages growth. Follows through on commitments.

**Cost Consciousness** - Works within approved budget; Contributes to profits and revenue whenever possible; Conserves organizational resources.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.

**Strategic Thinking** - Understands organization's strengths, weaknesses, and mission to be a premiere estate garden.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associates degree in Horticulture or related field AND two years of grounds maintenance experience which includes one year of supervisory experience OR any equivalent combination of education and experience as approved by the Executive Director. Design background or degree preferred.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of the internet, Excel, and Word software programs.

**Certificates, Licenses, Registrations:** Current driver's license, Washington State Pesticide license preferred, CPR/First Aid within first year of employment

**Physical Demands/Work Environment:** The physical demands and work environment of this job are detailed on the next page. These parameters are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## PHYSICAL REQUIREMENTS OF THE JOB

### Physical Requirements

- NP Not Present
- O Occasional (up to 25% of time)
- F Frequent (26%-74% of time)
- C Constant (75% or more of time)

Requirement	Parameters				(e.g., # lbs., % of time, what, where)
	NP	O	F	C	
• Standing/Walking: Remaining on one's feet in an upright position at a work station or moving about a work area.				X	Weedeating, blower, edger and mowing.
• Sitting: Remaining in the normal seated position.		X			Mowing
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.			X		Weedeater and blower.
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs.			X		Wheelbarrow, empty buckets, and raking.
• Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force.			X		Weedeater, lawn mower and wheelbarrow.
• Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms.		X			Ladders
• Traveling: Requires travel outside geographic region.		X			
• Stooping: Bending body downward and forward by bending spine at the waist.				X	Weeding
• Kneeling: Bending legs at knees to come to rest on knee(s).				X	Weeding
• Crawling: Moving about on hands and knees, or hands and feet.				X	
• Reaching: Extending hand(s) and arm(s) in any direction.				X	Weedeating, blower and cleaning pool.
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).				X	Hedge trimming, weedeating and blower.
• Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and/or spine.				X	Weedeating, weeding, blower and mowing.
• Talking: Expressing or exchanging ideas by means of the spoken word.			X		
• Hearing: Receiving detailed information through oral communication.				X	
• Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.	X				
• Vision: Clarity of vision at near and/or far distances.				X	
• Driving: Requires valid state driver's license.		X			
• Computer: Usage or other special equipment operated.			X		Company truck, mower and riding tractor.
• Work Environment: Outdoors in all weather conditions.				X	