

Lakewold Gardens

Lead Horticulturalist Job Description

Job Title: Lead Horticulturalist

Department: Horticulture

Reports To: Executive Director

FLSA Status: Non-Exempt, part-time, 20-25 hours per week.

Pay Scale: \$15.00-\$20.00 per hour, DOE

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 or degree.

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 committee 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.
- Works with Lead Gardener to train, schedule and direct staff in planting, transplanting, chemical application and maintenance of plants and landscaping.
- 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 Lead Gardener and indirectly supervises garden staff and volunteers. 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:

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: This position is highly administrative in nature, but also requires physical labor in the gardens through all seasons. 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 _____

12317 Gravelly Lake Dr. SW • Lakewood, WA 98499 Mailing Address: P.O. Box 39780 • Lakewood, WA 98496-3780
253-584-4106 • Fax 253-584-3021 • www.lakewoldgardens.org