



Grounds Manager Job Description

Date: April 2023

Reporting Supervisor: Superintendent

Status: Non-Exempt

Position Grade: 4

Position Overview:

The Grounds Manager is a full-time employee hired by the President and Executive Director upon the recommendation of the Superintendent. This position reports directly to the Superintendent. Primary responsibilities will be to lead horticulture staff in the maintenance of all outside garden areas and help where needed with these duties.

Essential Duties and Responsibilities:

1. Maintain a professional attitude when working with the public, volunteers, and fellow staff.
2. Supervise and evaluate assigned staff and volunteers, and assist with the organization of and work with volunteers to ensure positive volunteer experiences.
3. Perform weeding, planting, hoeing, mulching, mowing, weed-eating, raking, pruning, watering, and general clean-up as assigned, and perform a wide variety of landscape operations involving power equipment, following industry standards.
4. Set goals and meet deadlines, pay careful attention to detail, and report progress to Superintendent.
5. Make recommendations and assist with ordering for the purchase of tools, equipment, and supplies.
6. Provide training on garden maintenance to staff or volunteers and communicate the processes and the expectations for finished projects.
7. Ensure landscape maintenance practices in keeping with historic garden preservation are followed.
8. Assist in cleaning pools/streams.
9. Ensure the following of safe practices of equipment, pesticides, and work habits.
10. Assist in special event organization, set-up, and tear down.
11. Must be available for "on call" situations such as snow removal, special events, or unforeseen emergencies.
12. Other duties as assigned.

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.

1. Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
2. Extensive knowledge of a variety of plant material and landscape maintenance practices is required.
3. Knowledge of fertilization, pest control, and disease control is required.



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4. The ability to operate various types of equipment related to the job: utility carts, edgers, tractors, leaf vacuums, mowers, backpack blowers, fertilizer spreaders, tank sprayers, skid loader, chainsaw/chipper, and other maintenance equipment.
5. Knowledge of basic office/computer skills.
6. Ability to organize, take inventory, order products including plant material.
7. Ability to schedule and track employees.
8. Must have an Ohio Pesticide Applicator's License.
9. Must have a valid Ohio Driver's License.
10. Ability to handle multiple tasks.
11. Possess problem solving skills.
12. Be detail oriented with good organizational skills.
13. Creative landscape design ability is desirable.

Education and/or Experience

1. A minimum of a technical school diploma or Associate of Science degree in botany, biology, horticulture, agronomy or related.
2. A Bachelor of Science degree in a horticulture related field is preferred.
3. A strong interest in horticulture and at least 4 years of documented work experience in the green industry is required.
4. Hold a current Pesticide Applicator's License from the Ohio Department of Agriculture.

Usual and Customary Expectations:

1. Should expect to work outdoors, regardless of inclement weather.
2. Should be able to regularly lift and carry as much as 50 pounds.
3. In the course of the workday, he/she can expect to reach, grasp and pull from kneeling, stooping, standing and reaching overhead positions.
4. Should be able to prune plants and detect structural and color differences in plants as a function of diagnosis.
5. Utilizes basic skills in Microsoft Office.
6. Required PPE includes the wearing of rubber boots or rubber overshoes when working with all herbicides, fungicides or pesticides regardless of a lesser requirement on the products label. This will include mixing, applying or the cleaning of application equipment.
7. The use of earbuds, headphones or other devices that play sound are not permitted while running equipment such as buses, trucks, utility/golf carts, tractors or mowers.
8. Some non-traditional hours required.

Acknowledgements:

Employee's Signature

Date

Authorized Signature

Date