



ASSISTANT MANAGER, GARDENS & GROUNDS

SUMMARY

The American Horticultural Society is seeking a full-time Assistant Manager, Gardens & Grounds for our headquarters at George Washington's River Farm to ensure the overall pristine appearance of the property and to successfully support River Farm's public events, private rentals, and garden programming, with an emphasis on creating a welcoming experience for all visitors.

River Farm is a historic property with gardens open to the public. River Farm's potential for engaging the public relies on the maintenance of the gardens, grounds, and facilities. In addition, River Farm hosts special events, plant sales, concerts, horticultural classes, as well as private rental events. The person in this role will work closely with River Farm's Horticulturist, with occasional support to the Events and Rentals Manager. The position will require some weekend and evening work.

RESPONSIBILITIES

The Assistant Manager, Gardens & Grounds reports to the Managing Director, Property Operations, with a dotted line to River Farm's Horticulturist. The Assistant Manager, Gardens & Grounds is responsible for applying sound maintenance practices for the historic and non-historic landscapes, trees, walkways, and paths, as well as the historic manor house.

In addition, the Assistant Manager, Gardens & Grounds, will sometimes support the set-up of events at River Farm. The position will work with River Farm's Rentals and Events Manager to understand the workflow of events and will sometimes support vendor check-in and equipment drop-off.

Specifically, the Assistant Manager, Gardens & Grounds will

- Keep the landscaped areas groomed by raking, mulching, controlling weeds and pruning
- Engage with contractors and outsourced horticulture-related services, as needed
- Use hand and power tools to keep roads and driveways clean and clear of debris; manage snow plowing and road ruts; and ensure fall leaf removal
- Assist with the maintenance of the storm drainage systems
- Assist with maintenance projects by digging, hauling materials, setting up fences and operating a variety of equipment
- Work with horticulturist and volunteers to prepare the grounds for special events
- Support office moves, moving boxes, rearranging furniture
- Perform other related duties as assigned

AHS is a small organization. A highly positive attitude and unrelenting work ethic are essential.

EDUCATION AND EXPERIENCE

Experience in groundskeeping required: planting, mulching, watering, weeding, pruning, and otherwise maintaining and preserving the grounds. A bachelor's degree in horticulture or a related field, or equivalent training and experience, is desired.

- Previous experience working at a garden or historic property is desired
- 3 years' experience performing garden work in a public garden or other fine gardening work, and/or 2 years of formal horticultural training resulting in a certificate or degree

ADDITIONAL INFORMATION

- Valid driver's license, with a clean driving record, is required. DMV background check and periodic updates may be required.
- Experience in driving a truck with a trailer is required
- Snowplow experience is desired

Qualifications

- Interest in public gardens or gardening or historic properties
- Able to support high standards of garden maintenance and property appearance
- Ability to properly use a variety of garden tools
- Ability and willingness to work in various weather conditions
- Experience in coordinating external vendors, a plus
- Must be self-motivated with a strong work ethic and the ability to manage time, meet deadlines and execute tasks independently
- Ability to be calm and flexible in a fast-paced and dynamic environment where priorities shift due to variables like weather, scheduling and events
- Able to work diplomatically and collaboratively
- Maintain a flexible work schedule that includes some evenings and weekends
- Familiarity with local and ornamental plant species and plant identification skills, a plus
- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals

EQUIPMENT USED AND PHYSICAL DEMANDS

This position requires a working knowledge of a full range of industry-related equipment and service vehicles, both manual and machine-operated, as well as basic office equipment. This includes, but is not limited to, operation of manual and gas-powered gardening tools, irrigation systems, string trimmer, mower, gas blower, gas hedger, spray tank, manual bypass pruners, loppers, hand saw, pole saw, pole pruner, trowels, shovels, pitchforks, rakes, computer, printer, photocopier, and calculator.

This is an outdoor position that requires working in various weather conditions, including working in the sun and, at times, extreme heat. This position occasionally requires heavy lifting, but not routinely. Minimum physical requirements include the ability to lift and carry up to 50 lbs., ability to push or pull up to 50 lbs., ability to bend, squat, kneel, twist, turn, climb, crouch,

climb ladders, carry and operate standard gardening equipment intermittently throughout the day, and reach above the shoulder frequently.

Compensation

- This is a full-time position with a salary range of \$70,000 – 75,000.
- Compensation commensurate with experience.
- This position includes benefits (health, dental, and vision, 401 (k), vacation, sick time off, and personal days).

To Apply

Qualified candidates should send a resume and cover letter that describes their experience and interest to Peter Tajat, Managing Director, Property Operations, at ptajat@ahsgardening.org with the subject line: Garden & Grounds Manager.

Please submit your resume and cover letter in Adobe PDF or Microsoft Word only. The deadline for submitting materials is August 31st. However, applicants will be considered on a rolling basis and are encouraged to apply early.

AHS is an Equal Opportunity Employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity/expression, or disability.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.