

Lead Gardener Job Description

Job Title: Lead Gardener
Department: Horticulture
Reports To: Horticulture Supervisor
Prepared Date: 11/24/14
Revised Date: 11/20/17
FLSA Status: non-exempt, hourly
Employment Status: Summer Seasonal

NOTE: This job description shall not be construed as a contract for employment. The Home Ranch is an at-will employer.
As a prerequisite to employment, a background check and credit report may be performed.

SUMMARY

The lead gardener is responsible for aiding the Master Gardener/Horticulture Supervisor in a variety of tasks, as well as taking the sole leadership role while the supervisor is not present. The lead gardener must be prepared for delegating work and ensuring that staff has the tools and knowledge to complete tasks safely and efficiently in the absence of the supervisor. Further, the lead gardener must be polite and presentable at all times, acting as the face of the horticulture team while interacting with guests, clients and visitors. The Home Ranch is committed to a diverse workplace, and encourages all interested applicants to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Self-motivated.
2. Able to motivate and act as a leader for others on the Green Team and the collective Home Ranch staff.
3. Ensure safe working environment.
4. Good communicator, both from management to staff and from staff to management.
5. Help train and guide staff in efficient project development and completion.
6. Manage time efficiently.
7. Work independently as well as with others.
8. Willingness to learn and research mitigation practices independently.
9. Work in variable weather conditions and supply own clothing and boots.
10. Work with employees/interns on all aspects of greenhouse production: amending beds, planting, weeding, watering, harvesting, washing produce, opening and closing down of the greenhouse.
11. Work with employees/coworkers caring for farm animals when needed.
12. Work with employees/coworkers on all landscape care, cut flower landscape maintenance and assembly, as well as maintenance projects for all CPM clients.
13. Able to identify noxious and invasive weeds in Clyde's Farm and the general ranch vicinity, and feel comfortable controlling either with herbicide or mechanical removal. The lead gardener should also feel comfortable enough with this to teach and supervise the rest of the team in implementing the same actions on a daily basis.
14. Able to record plantings, weather events and other pertinent information on planting diagrams in garden log. Able to train others on the importance of recording information.
15. Able to stay through the entirety of the summer season, beginning in April and ending in October.

RESPONSIBILITIES TO SAFETY:

1. Protect the safety of self, co-workers and ranch guests at all times.
2. Report any potentially harmful equipment or situations to the immediate supervisor without delay.
3. Report safety-related accidents and incidents at once to immediate supervisor.
4. Follow all company and department safety policies and procedures.
5. Operate equipment and vehicles in a safe manner that will not lead to injury of yourself or others.

6. Drive in accordance with the law and resort policies.
7. Handle all gardening tools in a responsible manner, putting tools away immediately after use.
8. Handle all herbicides in a safe manner. Always wear any eye and skin protective equipment required. Clean all applicators immediately when finished. Store herbicides properly and log all herbicide applications.

SUPERVISORY RESPONSIBILITIES

On a daily basis the lead gardener will be in charge of at least one crew (i.e., landscape maintenance, lawn care, cut flowers). In the absence of the supervisor, the lead gardener will be responsible for supervising the Horticulture team as a whole and directing the necessary projects for the day.

QUALIFICATIONS

Previous experience in horticulture, landscaping, farming, and/or property management.
Previous supervisory or leadership experience.
Valid driver's license and clean driving record.

EDUCATION and/or EXPERIENCE

3+ years of education or experience in horticulture and/or natural resources preferred.
Previous experience with weed management (identification, mechanical and chemical control) preferred.
Previous experience in a supervisory or managerial role preferred.
First Aid/CPR certification preferred.

LANGUAGE SKILLS

Must be a strong communicator.
Must be able to help plan work schedule and carry out schedule, written and verbal.
Must be able to comfortably communicate with employees and guests about horticulture and general information regarding the ranch.
Must be able to read seed packages and relate directions to project.
Must be able to research horticulture terms and problems easily.

MATHEMATICAL SKILLS

Must be able to do basic addition and multiplication.
Ability to use a scale and add weights in ounces and pounds.
Must be able to navigate through basic excel spreadsheets.

REASONING ABILITY

Must be able to think on the go, be flexible and change plans on the spur of a moment.
Must be able to use inductive reasoning to help one and others move through daily operations.
Ability to help create and understand planting diagrams and help others understand plans.
Must be able to keep employees on task and simultaneously recognize when breaks are necessary or not.
Must be able to understand needs of Horticulture crew, and discuss any concerns or cultural shifts with the supervisor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Able to lift 50#, haul hoses repeatedly, haul bags of soil amendments, kneel and/or stand for long periods of time.
2. Ability to use standard gardening tools (clippers, shovels, wheelbarrows, rakes, etc.) for long periods of time.

3. Able to work outside in all weather conditions.
4. Able to work with herbicides – may entail wearing a mask for protection on occasion.
5. Able and/or willing to learn how to operate lawn equipment to assist lawn care technician when needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the daily routine of this job, the employee will encounter all types of weather – hot, cold, rain, snow, etc. Employee needs to arrive at work prepared to handle all weather throughout the day with appropriate clothing and water bottle.
2. The lead gardener must be prepared to arrive at work a few minutes early, or stay a few minutes late, to plan the day and be prepared for any employee or garden issues that may arise.
3. The lead gardener is expected to lead by example for the rest of the Green Team employees and act as a liaison between management and employees.
4. The lead gardener must always be ready and willing to take time to visit with guests.
5. The lead gardener must always be prepared to answer questions regarding weed control from Clark Property Management clients or Home Ranch guests, understanding there are a lot of opinions about herbicides and be prepared to handle any situation that arises in a professional manner.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.