

Job Title: Horticulture Supervisor, Master Gardener  
Department: Horticulture / Clark Property Management  
Reports To: General Managers  
Prepared Date: 10/10/2018  
Revised Date: 10/26/2018  
FLSA Status: Exempt  
Employment Status: Full-time, year round.  
Pay Grade: Salary

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 are required.**

## **SUMMARY**

The ideal candidate for this position is a motivated, self starting, accountable individual that has a demonstrated ability to lead a team. The Horticulture Supervisor is contracted to work at the Home Ranch, the Clark Store, the Murphy-Larsen Ranch, and Home Ranch staff housing sites. Extensive horticulture experience is essential to the position. Knowledge in the areas of landscaping, lawn care, weed management, organic best practices, irrigation, greenhouse production and high elevation vegetable production is strongly preferred. The ideal candidate would have the entrepreneurial mindset and experience to move the farm operation in the direction of economic sustainability in the years to come. The Horticulture Supervisor reports directly to the General Managers. This is a year-round, salaried and benefitted position that requires flexibility and dependability on the part of the Supervisor.

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

1. Self-motivated. Able to lead by example for the Horticulture Team, the Home Ranch and CPM staff members.
2. Ensure a safe working environment through observation and routine check-ins with staff regarding vehicles, equipment, tools and infrastructure.
3. Good communicator, both from management to staff and from staff to management.
4. Manage time efficiently, both individually and for Horticulture crew as a whole.
5. Manage spending and labor hours based on the annual budget.
6. Comfortable with Excel spreadsheets and all phases of budgeting and planning; works closely with the Chief Financial Officer and the General Managers.
7. Able to work with General Managers during winter months to hire Horticulture Team members for the summer season. This includes recruiting, interviewing, and screening for ability.
8. Create weekly schedules for all Horticulture Team members based on both team and Ranch-wide needs.
9. Able to train employees on all aspects of greenhouse production: amending beds, planting, weeding, watering, harvesting, washing produce, opening and closing down of the greenhouse.
10. Able to give informative and interactive tours to guests at least once per week, and as requested of all garden grounds and greenhouse/farm area.
11. Prior experience and/or ability to learn cut flower arranging basics.
12. Delegate the care of 75+ flower pots in the height of summer including notes on fertilizing, deadheading, and watering of these plants.
13. Able to create bi-weekly harvest lists detailing the crops and quantities available for use in the kitchen by communicating with the Executive Chef the details of these lists throughout the week. These lists are a template for what the Horticulture Team will harvest.
14. Prior experience or knowledge on crop rotation and pest management in both greenhouse and outdoor settings, for both vegetative and flowering plants.

15. Able to plan garden and farm layouts for all garden areas based on crop rotation and the Executive Chef's requests for larger or smaller quantities of crops, based on prior year's harvest data.
16. Maintain a clean chicken coop for guests to tour. This will include cleaning the coop monthly and doing daily chores surrounding the laying hens. Handling the chickens is sometimes necessary. Must be able to cull chickens if the need arises.
17. Maintain two bee hives throughout the summer and winter seasons. Care includes doing bi-weekly checks of the hives, inspecting for disease, researching mitigation of disease as needed, sugar feeding as needed, honey collection, and winterization of the hives in the fall.
18. Work with employees on all landscape care and maintenance projects for all CPM clients. Includes operation of riding and push lawn mowers, weed trimmers, pruners, loppers, and pulling a landscape trailer.
19. Able to identify noxious weeds around the farm, Ranch's landscaped areas, and at CPM clients' sites. Take necessary actions to eradicate them based on best practices for organic management.
20. Address employee issues that arise and maintain a positive, friendly work environment.
21. Maintain hours for CPM properties both in Google Sheets for perpetuity and billing, as well as the time clock.

#### **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 Maintenance Supervisor without delay.
3. Report safety-related accidents and incidents at once to Manager on Duty.
4. Follow company and department safety policies and procedures for equipment, tool, and vehicle operations.
5. Drive in accordance with the law and resort policies.
6. Handle gardening tools in a responsible manner, taking care to clean up tools as projects progress, or stowing them in a safe manner while in use.
7. 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.
8. Call off or delay outdoor work in the case of lightning or unsafe weather.

#### **SUPERVISORY RESPONSIBILITIES**

On a daily basis the Horticulture Supervisor is in charge of the Horticulture Team. Generally, the Supervisor will have a Lead Gardener who will also assist in delegating daily tasks. The Horticulture Supervisor alone is responsible for creating a weekly and daily schedule for the crew, working around both their requests/needs, while being mindful of guest activities.

#### **QUALIFICATIONS**

Colorado Master Gardener **and/or** equivalent college courses in horticulture **and/or** 2 years experience.  
Previous supervisory experience.  
Valid driver's license and clean driving record.

#### **EDUCATION and/or EXPERIENCE**

2+ years of education or work experience in horticulture.  
1+ season of landscaping experience or education.  
Previous experience with weed management (identification, mechanical and chemical control) 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.  
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.

### **REASONING ABILITY**

Must be able to think on the go, be flexible and change plans on the spur of a moment.

Ability to understand Excel spreadsheets and use the budget template for spending throughout the year.

Ability to help create and understand planting diagrams and help others understand plans.

### **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 pounds, haul hoses repeatedly, haul bags of soil, shovel heavy soil, kneel and/or stand for long periods of time.
2. Able to use standard gardening tools (snips, shovel, wheelbarrow, rake, etc.) for long periods of time.
3. Able to work outside in all weather conditions.
4. Able to work in and around a chicken coop, cleaning the coop and occasionally handling chickens.
5. Able to work in and around a beehive with full bee suit and veil on.
6. Able to work with herbicides – may entail wearing a mask for protection.

### **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, water bottle, and nourishing snacks.
2. Must arrive at work 10-15 minutes early to plan the day and be prepared for any employee issues that may arise.
3. Must be ready and willing to take time to visit with guests.
4. Must be able to handle any employee interpersonal issues that may arise with professionalism and respect for all individuals involved. Must provide her or his own housing off-site.

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