

East Texas Arboretum Team Descriptions

Position: Grounds and Facilities Specialist **Reports To:** Executive Director

Full Time Part Time Hrs per week up to 40 Employee **Contractor**

Seasonal Full Time Start Date _____ End Date _____

Seasonal Part Time Hrs per week _____ Start Date _____ End Date _____

About the Organization:

East Texas Arboretum and Botanical Society (ETABS) is a 501(c)(3) nonprofit organization. The Arboretum is set in 104 acres of formal gardens and natural woodlands, where we educate and celebrate our community through nature. ETABS operates formal gardens, a veterans memorial, gift shop, historical exhibits, woman's building; manages volunteer support programs; offers educational programs through tours, classes, demonstrations, brochures and activities to diverse ages and audiences; and raises funds for capital projects, maintenance and improvements to the East Texas Arboretum.

Objectives:

The East Texas Arboretum's grounds and facilities specialist is responsible for the overall appearance and maintenance of all grounds, exhibits, and trails. This candidate should be able to multitask and have an eagerness to improve the beautification of the gardens and overall guest experience.

Responsibilities:

- Demonstrate efficient productivity and timely completion of duties as assigned by the Arboretum management team.
- Physically perform general landscape maintenance for specific garden area, including but not limited to planting, mowing, weeding, watering, fertilizing, spraying, minor irrigation repairs, pruning and pest control/management in accordance to written maintenance and safety standards
- Manage multiple tasks through use of effective organizational and time-management skills
- May be exposed to moving mechanical parts, odors, dusts, extreme temperatures, inadequate lighting, intense noise, gases, vibrations, chemicals, oils and workspace restrictions
- Establish and meet garden project completion schedules on a daily, weekly, and monthly basis under the guidance of the Assistant Director and Executive Director
- Proactively conduct inspections of all exhibits and notify management team of any needed repairs in a timely manner.
- Assist with plant record keeping and labeling for assigned garden area
- Responsible for properly using, maintaining, and securing maintenance equipment including blowers, lawnmowers, gators, and other machinery
- Carry out mowing schedule and maintain turf areas through established mowing practices
- Implement irrigation and fire suppression system schedule; monitor irrigation systems, repair minor breaks, and report malfunctions
- Partake in special events including preparations, operations, and removal
- Cleans and maintains tools, vehicles, and equipment
- Cleans and maintains public restrooms for a safe and inviting guest experience

- Assist in water feature maintenance and monitor pump systems
- Maintain the overall expectations of the Arboretum grounds and guest experience
- Must be able to perform the essential functions of the job with or without reasonable accommodations

Preferred Skills and Qualifications:

- High School Degree Required
- Knowledge of various species of flowers, trees, shrubs, turf and plant nutrient requirements
- Experience with common insects, diseases, weeds, and plant materials
- Experience with the use of fertilizer sprayers, seed spreaders and pesticide equipment

Position Conditions:

- Grounds and events work may require physical tasks that include working with small engine equipment, lifting 50 pounds, working in extreme cold or extreme heat for periods of time, and bending, squatting, or reaching with the use of provided safety equipment and breaks.
- Ability to pass a background check and pre-employment drug screen
- Proposed work hours are 8 hours a day for a five-day week

Compensation:

- Compensation for this position is \$14.00(hourly) as a contracted employee.
- The opportunity for event pay for after-hours events and rentals is available as scheduled at time and a half

Benefits:

- Full-time positions are offered 10 days (8 hours a day) of PTO and/or holiday pay.
- A complimentary Associates Membership allows employees to bring up to 5 guests to the arboretum for free.

Team Member _____ **Date**_____

Supervisor _____ **Date**_____

Executive Board _____ **Date**_____