

Field Supervisor

The Horticultural Society of New York (The Hort) is seeking an experienced, energetic and dedicated Field Supervisor to support horticultural work in public spaces throughout New York City. The Field Supervisor will carry out garden maintenance and projects in a timely and professional manner. Under the guidance of The Hort's horticulturists, Field Supervisors will work alongside and supervise crews working to plant and care for trees and shrubs, install urban farms and garden structures, and engage in green infrastructure work on roofs, gardens, private residences, supportive housing facilities, open streets, and public plazas. The ideal candidate has experience managing people, a drive to grow within the field of horticulture, and a positive, can do attitude.

The mission of the Horticultural Society of New York is to sustain the vital connection between people and plants. Our social service and public programs educate and inspire, growing a broad community that values horticulture for the many benefits it brings to our environment, our neighborhoods, and our lives.

Responsibilities Include:

- Work with the Horticulture Field Manager to plan and execute projects.
- Supervise Gardeners, provide hands-on training, and professional development skills.
- Drive vehicles to site, maintain supplies, and report issues to management
- Maintain inventory of tools, supplies, and uniforms
- Survey site conditions
 - Document status of job sites
 - Communicate improvements needed or issues
 - Take photos of all sites to document progress, for social media, and promotional use
- Maintain professionalism with clients and members of the public
- Administrative/Contract Support
 - Receipts, timesheets, and other relevant paperwork, as necessary
 - Track site data daily
 - Update site maps
- Other tasks as assigned

Required qualifications:

- Horticulturist/gardener with 2 or more years of hands-on experience designing, building, and maintaining urban green spaces, gardens, and urban farms
- Experience leading or supervising a small team
- Knowledge of green infrastructure design and implementation
- Excellent communication and coordination skills
- Valid NYS Driver's License and clean driving record
- Ability to work independently and manage multiple projects at once
- Comfortable working in high traffic areas (road sides, medians, traffic circles, tree pits, etc).
- Perform all other duties and tasks assigned
- **All employees must be fully vaccinated against COVID-19 prior to their start date**

Physical Requirements

- Ability to lift and move up to 50 pounds
- Must be able to squat, lift, stretch, bend, and stand for extended periods of time.
- Ability to perform physical labor outside in various weather conditions

Benefits

All Full-Time Regular staff are eligible to receive the following benefits:

- Eligible on day 1 of employment to enroll in The Hort's medical plan. The Hort pays 50% of the highest individual premium applicable to all plans
- Eligible to enroll in dental and vision (employee pays the full premium)
- 10k term life insurance policy
- Employee Assistance Program

Holidays

- 10 paid holidays

Vacation

- 15 days in year one, 20 days thereafter
- Accrue up to 48 hours of paid sick leave (1 hour for every 30 hours worked)
- Accrue up to 24 hours of personal leave (1 hour for every 30 hours worked)

Pre-Tax Benefits

- Flexible Spending Account
- Transit Benefits through WageWorks

Additional Details

- Rate: \$20/hr
- Employment Classification: Full-Time Regular
- Reports to: Horticulture Field Manager

How to Apply

To be considered please email a thoughtful cover letter, resume, and two references to jobs@thehort.org with 'Field Supervisor' in the subject line. No phone calls.

The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.

We provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these individuals during the hiring process. Please email jobs@thehort.org should you require a reasonable accommodation during the hiring process.