

## Horticulture Field Manager

The Horticultural Society of New York seeks an energetic and dedicated Horticulture Field Manager. This position will oversee garden maintenance and projects to time, budget, and in a professional manner while managing a work crew consisting of Field Supervisors, Gardeners, and Trainees. This position will manage contract proposals, renewals and ensure the successful completion of projects.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and environment through horticulture.

### Responsibilities Include:

- Operations
  - Lead/coordinate a field crew performing horticultural maintenance and installations
  - Troubleshoot logistical challenges and general conflicts as they arise
  - Driving vehicle to site
    - Vehicle care
    - Organization of vehicle to make sure team is prepared for jobsite
- Responsible for taking care of inventory of tools, supplies, and uniforms
  - Make sure to coordinate with the Director of Horticulture to order appropriate tools and supplies when necessary
- Assist with horticultural and landscape projects' logistics
  - send team schedules
  - provide input/feedback on logical improvements
- Survey condition of sites
  - document status of job site
  - communicate improvements needed or issues
  - take photos of all sites to document progress and for social media or promotion use
- Administrative/Contract
  - In collaboration with the Senior Director of Horticulture and the Director of Horticulture, put together contract proposals for prospective clients.
  - Communicate with clients on site to ensure tasks are completed as needed to the client's satisfaction.
  - Create landscape designs for existing contracts and contract proposals
  - Assist in the development of training programs for staff and clients

- Receipts, timesheets, and other relevant paperwork as necessary
- Create/update site maps
- Improve and create sustainability practices/initiatives
- Complete and follow-up on performance and performance management for teams
- Aid Program Development Manager with communication to partner organizations
  - Help with outreach
  - Attend meetings to further relationships with The Hort's workforce development program.
  - Help with administrative tasks such as timesheets and agreements with partner organizations

### Required Qualifications:

- Horticulturist/gardener with 3 or more years of hands-on experience designing, building, and maintaining urban green spaces
- Horticulture Certificate, 4-year degree, or equivalent experience
- Knowledge of green infrastructure design and implementation
- Excellent communication skills, including the ability to take initiative and perform follow-up
- Excellent computer skills
- Valid NYS Driver's License and clean driving record
- Ability to work independently and manage multiple projects at once
- **All employees must be fully vaccinated against COVID-19 prior to their start date**

### Physical Requirements:

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

### Benefits

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, and medical, dental, and vision insurance.

### Additional Details

- Rate: \$56,000 - \$61,000
- Employment Classification: Full-Time Regular
- Reports To: Director of Horticulture

### How to Apply

To be considered please email a thoughtful cover letter, resume, and two references to [jobs@thehort.org](mailto:jobs@thehort.org) with 'Horticulture Field Manager' 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 accommodation 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](mailto:jobs@thehort.org) should you require reasonable accommodation during the hiring process.*