

Field Supervisor- Driver

The Horticultural Society of New York (The Hort) seeks 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 Horticulture Operations Lead, 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 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:

- Work with the Horticulture Operations Lead 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

Driving and Vehicle Care

- Safely operate The Hort's vehicles as assigned by your supervisor on designated driving days
- Adhere to traffic laws, regulations, and company policies to ensure safe and efficient transportation. Perform pre-trip and post-trip inspections to identify and report any mechanical issues, damage, or maintenance requirements.
- Maintain cleanliness and organization of the vehicle's interior and exterior.
- Report accidents, incidents, or traffic violations promptly to the appropriate authorities and supervisors.
- Follow established routes and schedules to ensure timely arrivals and departures.
- Maintain a clean driving record both during work and when driving on personal time

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
- Candidates must possess a Class D Driver License valid in the State of New York. Serious moving violations, license suspension, or accident record may disqualify you. This Class D Driver License must be maintained for the duration of your employment
- All candidates must submit to a quarterly review of their eligibility to drive and insurability by NYS and The Hort's Auto Insurance
- Ability to work independently and manage multiple projects at once
- Comfortable working in high traffic areas (roadsides, 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
- Comfort traveling throughout the city on public transportation

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, a Flexible Spending Account, and medical, dental, and vision insurance.

Additional Details

- Rate: \$25-\$28/hour
- Employment Classification: Full-Time Regular
- Reports to Horticulture Operations Lead

How to Apply

To be considered, [click here](#) to submit your application and required materials. **Only complete applications will be reviewed.** *No phone calls.*

Please be advised that due to the high volume of applicants, we can only contact candidates whose skills and background best fit the needs of the open positions. We appreciate your interest in employment opportunities at The Horticultural Society of New York.



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www.thehort.org

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.