



## Position Opening

<b>Job Title:</b>	<b>Maintenance Coordinator</b>
<b>Department:</b>	McGovern Centennial Gardens
<b>Work Location:</b>	Hermann Park, Houston, TX
<b>Full-time/Part-time:</b>	Full-time

Reports to: Director of Horticulture

Job Summary: The McGovern Centennial Gardens (MCG) in Hermann Park will be a unique display garden and destination, free to the public, open daily, and available for special events on occasion. It is a place of beauty designed to stimulate learning and a love of gardens in an urban setting. The Maintenance Coordinator will join a dedicated staff responsible for the daily operation of the garden, to ensure the highest standards of landscape displays, and to implement environmentally responsible maintenance practices.

Essential Responsibilities (include but are not limited to):

- This is a working supervisory position, coordinating additional maintenance staff (2), volunteers, and interns assigned to the area. Contribute to a team effort. Collaborate with and assist horticulture staff as necessary.
- Physically perform general garden maintenance, including mowing, raking, blowing, trimming, trash removal, weeding, watering, fountain maintenance, etc.
- Assist and perform tasks such as digging up and transplanting trees and shrubs, dig up and transplant sod, pot flowers and plants, propagate plants and vegetables.
- Assist in preparation of soil and seed beds, receive training to grade sod, weed, mulch, and mow laws, assist in repairing damaged planting areas, receive training in pruning and spraying trees, shrubs, and plants
- Perform basic cleaning and maintenance tasks as required throughout the gardens, on benches, walls, paths, arbors, trellises, trash cans, lighting, furnishings, etc.
- Responsible for cleaning and securing all equipment at the end of the day and notifying supervisor of any tool or supply needs.
- Assist in group and special projects as required.
- Participate in garden-wide events, special events and programs as required.
- Ability to communicate and interact with the public, to assist in monitoring public behavior within the MCG, to educate garden visitors as to acceptable 'garden etiquette'. Perform duties in a manner consistent with a public garden serving multi-generation and multi-cultural families. Serve as an 'ambassador' to Hermann Park and the HPC.
- Monitor irrigation system, pump systems (where applicable), repair minor problems, and report malfunctions.

Other Duties and Responsibilities:

- Complies with provisions of current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Ensures all mishaps, injuries, and incidents are reported immediately and in writing to the Director of Horticulture and to the Executive Director of the Hermann Park Conservancy.
- Performs simple record keeping and prepares simple written reports

Required Skills, Education and Experience:

- Must possess a valid Texas driver's license with a current clean record and the ability to work legally in the US.
- Experience working in groups or independently with minimal supervision.
- Knowledge of field Spanish helpful
- Basic computer skills including Microsoft Office
- Basic mechanical repair skills helpful

Physical Demands/Working Conditions:

- Applicants must be able and willing to work outdoors in environmental and weather conditions typical to Houston, Texas.
- Able to lift 50 lbs repeatedly.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
- Must be able to handle typical landscape maintenance equipment (small vehicles, mowers, blowers, hedge trimmers, pruners, blowers, tillers, etc)
- Works with an awareness of surroundings, and vigilant to any possible threat to the safety of the visitors, volunteers, and staff or to their property. Ensures that all concerns are reported properly and promptly.
- Able to work flexible hours as needed, including a rotation for nights, weekends, and Holidays.

Compensation:

This is a full-time exempt position with competitive salary commensurate with experience. Benefits package available.

Application Process:

Applications for this position will be accepted until a suitable candidate is identified. This position reports directly to the Director of Horticulture for the Centennial Garden, Jane Curtis. Interested applicants should submit the following via e-mail to [jcurtis@hermannpark.org](mailto:jcurtis@hermannpark.org): (a) cover letter explaining interest in the position, (b) current resume, and (c) two references including contact. No phone calls, please.

*Hermann Park Conservancy is an equal opportunity employer.*