

## ASSISTANT HORTICULTURALIST

### Boone Hall Plantation & Gardens

Boone Hall Plantation (BHP) is looking for an Assistant Horticulturalist to assist the Manager of the gardens to promote, maintain, and seasonally design the gardens to meet the expectations of the guests.

#### EXPECTATIONS

- Meets regularly with BHP's Horticulturalist to design, place, and care for live plants.
- Performs daily walks through the facility to make sure that the plants have the proper appearance.
- Assess water content in each plant weekly (or more often if needed) and water as needed
- Prunes, grooms, rotates and fertilizes plants as needed
- Procures proper materials (plants, containers, soil, organic fertilizer, etc.)
- Records plant information, identifies plant materials, and processes records for plant inventories. Assigns plant numbers and tags new specimen plants, and plants propagated from, that need to be tracked.
- Responsible for the personal proper use and maintenance of tools, equipment, and materials; refers problems and ordering needs to the Site Manager; oversees proper use and maintenance of tools and equipment by assistant
- Tags plants under care in the nursery and follows up with recording the plant location information. Maintains any needed plant labels and maintains any needed tags on site. Keeps record of dead or missing plants.
- Responsible for the continual development of assigned staff and building positive employee relations by coaching, counseling, mentoring, motivating, resolving conflict, praising, documentation of performance, etc.; participates in annual performance reviews of assigned staff
- Leads any plant tours as needed, assists with any educational or other special events
- Demonstrates a continual positive effort to maintain effective working relationships with staff and management.
- Help to design and arrange plants in areas that are new construction.
- Keep an organized nursery/greenhouse
- Be neat, tidy, and clean
- Be punctual
- Attend trainings and continually update knowledge

#### KNOWLEDGE AND ABILITIES

- Must possess a valid driver's license.
- Ability to determine and use appropriate techniques to ensure the proper services, planting, maintenance or removal of plants. Includes but is no limited to pruning, planting, watering, removal or treatment of plants.
- Demonstrate accuracy; display commitment to excellence and a keen eye for garden detail
- Ability to establish and maintain effective working relationships with subordinates, direct supervisors and co-workers

- Ability to work independently as well as part of a team effectively
- Ability to understand and interpret instruction to work effectively and efficiently with minimal supervision
- Excellent verbal communication and interpersonal skills; ability to communicate maintenance and horticultural needs and personnel needs in a courteous and effective manner both in written and spoken English and Spanish.
- Ability to perform and support horticultural practices that facilitate plant health through understanding soil nutrition and Integrated Pest Management
- Ability to prune to International Society of Arboriculture standards.
- Knowledge of environmental rules and regulations concerning procedures, equipment, organic products and basic safety.
- Ability to visualize and conceptualize detail and aesthetics applying best garden practices for plant health and display
- Ability to lift at least 40 lbs.
- Effectively supervise 3-5 employees

## **EDUCATION AND EXPERIENCE**

- Minimum of (2) two years' related experience
- Two-year college degree in horticultural or related field.
- In-depth knowledge of plant culture, best management practices, plant identification and design preferred

## **WORKING CONDITIONS**

- Must be able to lift at least 40 lbs.
- Continual or prolonged periods of time bending, stooping, reaching, crouching, kneeling, crawling, digging, and lifting
- Continuous communication and/or interaction with staff
- Weekend and/or holiday work may be required to meet departmental deadlines or to provide plant care for special events
- Use of independent good judgment to be applied when troubleshooting problems or determining needs
- The majority of work is outside in heat/cold, bugs, snakes, etc.
- Fast paced work environment.
- Regularly exposed to dust, odors, oil, fumes, cleaning products and garden chemicals.

## **REQUIREMENTS**

- Be able to pass criminal background requirements.

## **Work Authorization/Security Screening**

- Authorized to work in the U.S.