

# Outdoor Gardener – Formal Gardens

New England Botanic Garden at Tower Hill • PO Box 598, Boylston MA 01505 • 508-869-6111

<b>Direct Supervisor:</b>	Formal Gardens Horticulturist II		
<b>Direct Manager:</b>	Formal Gardens Manager		
<b>Department/Group:</b>	Horticulture	<b>Job Category:</b>	<ul style="list-style-type: none"><li>• Non-Exempt</li><li>• Full-time</li><li>• Benefits Eligible</li></ul>
<b>Location:</b>	11 French Drive Boylston, MA 01505	<b>Travel Required:</b>	Occasional
<b>Rate:</b>	\$19.00-\$20.28 hourly	<b>Apply:</b>	<a href="https://bit.ly/nebg-jobs">https://bit.ly/nebg-jobs</a>

## Position Overview

The Outdoor Gardener is a year-round, hands-on gardening position focused on maintaining New England Botanic Garden's formal outdoor garden spaces. This role involves caring for a diverse collection of garden areas using horticultural best practices and supporting special exhibitions and events, while ensuring the safety and enjoyment of visitors.

## Responsibilities:

- Work within the formal garden team under the supervision of the Outdoor Horticulturist II, with guidance from the Formal Gardens Manager, to maintain assigned garden areas to the Director of Horticulture's established standards of excellence, with an emphasis on sustainability and aesthetics. This position works primarily outside maintaining the Lawn Garden, Secret Garden, and Entry Garden.
- Perform a wide range of horticultural tasks including weeding, planting, mulching, pruning, deadheading, fertilizing, watering, pest and disease management and daily upkeep such as blowing off paths and sweeping.
- Safely operate and maintain power tools, vehicles, and other landscape equipment after receiving training.
- Supervise individual volunteers, groups, and interns to carry out regular garden maintenance.
- Support the aesthetic vision for assigned garden areas by assisting with planning, planting, and maintaining seasonal displays and garden improvements.
- Support the Plant Recorder by providing detailed information on plant additions, removals, and relocations.
- Support the Horticulture Department with exhibitions and special events including year-long commitments to Night Lights winter lights event.
- Supporting snow removal operations; with training, safely operates snowblowers, salt spreaders, and other snow removal tools and equipment as directed. Weekend and holiday work is required on a rotational on-call basis.
- Be welcoming to all staff and the public and respectful of staff differences and preferences.
- Use gender-neutral communication styles and respect everyone's pronouns.
- Attend Inclusion, Diversity, Equity, and Accessibility (IDEA) workshops and training sessions.
- Work with an awareness of surroundings in accordance with NEBG safety policies.
- Complies with the provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Perform other duties as assigned.

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## Schedule:

- The **Outdoor Gardener** position is non-exempt. The standard work schedule for this position is five days per week, **Monday through Friday, from 7:00 am – 3:30 pm with an unpaid 30-minute lunch.**
- The schedule may be flexible to accommodate the organization's needs. Occasional shifts in schedule will occur for the following events:
  - Evening hours around the Night Lights event in November, December and beginning of January. Three total nights minimum are expected for this event.
  - As part of the essential staff, there is the expectation of snow removal assistance as part of a larger team effort. The Outdoor Gardener will be expected to report to assist with snow removal efforts on a rotational scheduled weekend coverage roster.

## Physical Demands / Working Conditions:

- Must be able to lift 50 pounds repeatedly and work outdoors in all seasonal extremes (Rain, snow, heat, cold).
- Effective communication skills and willingness to interact with the public.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Poison ivy, ticks, mosquitoes, bees, and other stinging insects will be encountered on the property. Training and personal protective equipment will be provided.
- Must be able to comfortably and safely work at heights on ladders with training.
- Must be able to effectively use standard office technology and software.

*Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

## Qualifications

- A degree in horticulture, plant science, or closely related field or equivalent relevant experience is preferred.
- Comfortable working independently, and able to use appropriate judgement when working alone.
- Must be able to obtain a Massachusetts pesticide applicator (core) license within a year of being hired.
- Must be able to effectively use standard office technology including telephones, radios, computers, printers, copiers, and Microsoft Office software including Outlook, Word, and Teams.
- Must be able to safely work with appropriate hand and power tools (leaf blowers, string trimmers, snowblowers, utility carts, etc.).
- Satisfactory completion of a criminal background check.
- Valid driver's license