

Land Steward Supervisor

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

Direct Manager:	Director of Horticulture		
Department/Group:	Horticulture	Job Category:	<ul style="list-style-type: none">• Non-Exempt• Full-time• Benefits Eligible
Location:	11 French Drive Boylston, MA 01505	Travel Required:	Occasional
Salary or Rate Range:	\$22.00 - \$24.75/ hour	Apply at:	https://bit.ly/nebg-jobs

Position Overview

The Land Steward Supervisor leads maintenance and improvements of the grounds and natural areas of the New England Botanic Garden. Working under the direction of the Director of Horticulture, this outdoor year-round supervisory position implements high standards of sustainability and aesthetics across turfgrass, gardens, meadows, woodlands, wetlands, and trails. The position oversees maintenance of horticulture equipment and supports operations garden-wide while ensuring safe and enjoyable experiences for visitors.

Why you should apply

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Enjoy comprehensive benefits, retirement savings options, generous paid time off, and holidays.
- Work for an organization deeply committed to diversity, equity, inclusion, and accessibility (IDEA).
- Explore opportunities to attend IDEA workshops and initiatives that foster a culture of belonging across the organization.

Responsibilities

- Supervise and work with the Land Steward to maintain natural areas, including meadows, woodlands, wetlands, and agricultural lands, ensuring staff and visitor access while complying with wetlands regulations and watershed restrictions.
- Maintain turfgrass, trails, parking areas, and grounds to standards of sustainability, safety, accessibility, and aesthetics set by the Director of Horticulture.
- Operate, maintain, and oversee the safe use of power equipment and vehicles, including chainsaws, mowers, string trimmers, tractors, utility vehicles, and on-road vehicles.
- Train staff in the safe and proper use of equipment and machinery.
- Manage the organization, safety, and efficiency of the horticulture barn and storage areas.
- Identify and map wetland resources, rare plant habitats, and invasive species populations using GIS and other technology, submitting data to state agencies as required.
- Monitor wildlife activity and property boundaries, maintaining perimeter fences and reporting observations as appropriate.
- Support snow removal operations to provide safe access to grounds and buildings for staff, volunteers, and visitors.
- Support the Plant Recorder with mapping and by providing detailed information on plant additions, removals, and relocations.
- Assist with horticultural displays in assigned garden areas, adhering to standards of sustainability and design set by the Director of Horticulture.
- Supervise seasonal interns and volunteers; participate in hiring, training, performance reviews, and professional development.

Land Steward Supervisor

- Monitor and enforce safety and risk management programs, ensuring incidents, injuries, or hazards are promptly reported and documented.
 - Comply with all applicable federal and state laws, organizational policies, and the Employee Handbook.
 - Collaborate with other departments and participate in garden-wide events, exhibitions, and group projects, including Night Lights and other programs.
 - Interact professionally with Garden visitors and perform duties consistent with serving a multi-generational public audience.
 - Be welcoming to all staff and the public and respectful of staff differences and preferences.
 - Work with awareness of surroundings in accordance with NEBG safety policies.
 - Ensure compliance with all assigned duties and departmental procedures.
 - Perform other duties as assigned.
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Schedule

The Land Steward Supervisor 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.** However, the schedule may be flexible to suit the needs of the organization and may at times involve weekend or evening hours. Work is performed both indoors and outdoors, and the Land Steward Supervisor will be asked to assist with event management in both indoor and outdoor roles.

Physical Demands / Working Conditions

- Must be able to lift 50 pounds repeatedly and work outdoors in all seasonal extremes (Rain, snow, heat, cold).
- Must have 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.
- Experience and comfort with supervising staff and volunteers is required.
- Self-motivated, organized, and able to manage time effectively with minimal supervision.
- Must have or be able to obtain a Massachusetts pesticide applicator (core) license.
- Must have or be able to obtain a Massachusetts hoisting license (class 1C/ 2A).
- Must be able to effectively use standard office technology including telephones, radios, computers, printers, copiers, and Microsoft Office software including Outlook, Word, and Teams. Experience with GIS mapping software preferred.
- Must be able to safely work with and maintain a wide range hand and power tools (leaf blowers, string trimmers, snowblowers, utility carts, etc.).
- Satisfactory completion of a criminal background check is required.
- Valid driver's license and ability to drive a pickup truck is required.