

# Horticulture and Grounds Manager

<b>Salary:</b> \$50,000- \$60,000 based upon experience	<b>Hours:</b> Changes based on Season Summer: 6am to 2:30pm Fall: 7am to 3:30pm Winter: 8am to 4:30pm	<b>Reports to:</b> Operations Sr. Administrator  <b>Direct Reports:</b> 2-3
<b>Status:</b> Exempt/ Salary	<b>Days:</b> Tuesday - Saturday	<b>Update</b> 6.25.2024

## **Who We Are:**

The National Cowboy & Western Heritage Museum “The Cowboy” is a 501(c) (3) non-profit organization. Home to one of the nation’s foremost collections dedicated to historic and contemporary Western and American Indian art and material culture, the Museum has served the public since its opening in 1965. The Museum Campus is situated on nearly 34 acres atop the Persimmon Hill District in rapidly growing and affordable Oklahoma City. It includes the main 228,000 square foot building housing multiple galleries and interpretive areas, in addition to sculpture gardens, event grounds, and ample parking. This iconic cultural and educational institution has seen nearly 12 million visitors from across the nation and globe over its first half-century of operation and remains one of Oklahoma’s and the region’s primary tourist destinations.

## **What We Need:**

The National Cowboy & Western Heritage Museum is seeking a highly motivated and experienced Horticulture and Grounds Manager to run our grounds operation who has excellent interpersonal skills. As the Horticulture and Grounds Manager, you will be responsible for all maintenance of the gardens, trees, ponds, fountains and streams, irrigation, pest control, fertilization, and grass, making sure the gardens and grounds are visually appealing. This position will also need to be a positive mentor to train grounds staff. If you have a passion for landscaping and a desire to build and maintain beautiful outdoor spaces, we would love to have you join our team.

## **What You Will Be Responsible For:**

- Provides training and resources necessary for team members to achieve skill levels and licenses required to maximize labor efficiency and quality of performance for the Museum’s 34 acres of lawns.
- Provides staff training and development; trains employees in their areas of work including landscape and turf maintenance, methods, procedures, and techniques.
- Repairs and maintains landscaping irrigation and directs the repairs of larger irrigation issues.
- Performs tree maintenance and evaluates tree problems related to insects, disease infestation or hazards.
- Provides oral or written recommendations to eradicate the problem in a timely manner to prevent the loss of the tree.
- Cares for the Museum’s established lawns by mulching, aerating, weeding, removing thatch, trimming, edging, pruning and trim trees, shrubs and hedges using a variety of hand a power tools.
- Supervises the use, care and operations of landscape and mowing equipment; assists in the maintaining and vehicles for proper working order. Establishes a maintenance schedule for equipment and maintains accurate records of the repairs and maintenance.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Develop and implement of department, objectives, policies, procedures and work standards for the team; research and stays on top of new techniques, methods and equipment and recommends their application; participates in long-term planning to assess future needs.

- Prepares budgetary estimates for projects, including cost of staff, equipment and materials required
- Hires, fires, trains staff; prepares and delivers performance evaluations for team; recommends disciplinary action; approves time; works on team activities and resolves personnel and administrative matters.
- Oversees the upkeep of exterior property, including mowing, weed removal, flowerbeds, snow removal, trees and maintenance of all water features. Prunes, plants, and assists in the removal or replacement of shrubs, plants and flowers.
- Ensures all water features are operational by testing Ph. levels, proper maintenance and conducting repairs.
- Responsible for snow removal and salt application on sidewalks before Museum opens.
- Keeps grounds in Provides turf maintenance including seeding, erosion control, fertilizer, herbicide, fungicide and watering
- Cultivates flowerbeds for maximum show all year coverage, applies mulch correctly based on plant type and location, water grounds and beds appropriately based on plant material.
- Responsible for annual and other maintenance on lawn equipment, such as oil changes, winterizing, blade sharpening, etc.
- Responsible for the structures on the grounds, such as trash cans, fences, benches, and outbuildings.
- Works with other teams for all Museum special events, including area preparation, area maintenance and clean up.
- Securely store all equipment, vehicles, and tools.
- Must be flexible and able to work effectively in a team environment and consistently maintain a professional and respectful demeanor/attitude with direct reports, co-workers, and vendors.
- Some evening and weekend work is required around Museum sponsored events (approx. 5-6x per year).
- Applies salt to sidewalks for snow and/or ice before employees and guest arrive at the building.
- Other duties as assigned

#### **What You Will Bring:**

- Bachelor's degree in Horticulture or related field with 7-10 years' experience in a upscale landscape environment; Or equivalent combination of education and experience.
- Oklahoma Driver's License, in good standing.
- Certified Pest Control Operation's License, Preferred.

#### **Physical and Work Environment**

- Work will be performed in outside weather conditions throughout the year.
- Exposed to plant and tree pollens, bee or wasp stings, poison oak, ivy, or sumac and/or other allergy causing agents.
- Subject to working on or around slippery surfaces such as wet sidewalks, ice, snow, and mud.
- Work will be performed in and around chemical odors/fumes.
- Lift and Carry up to 50 lbs.
- Push pull, grip and squeeze various tools, products and/or items e.g. pruners.
- Walk up to 10 miles per day, uphill and on uneven terrain, often with equipment.
- Bend and kneel to 6 hours or more a day.
- High noise levels (e.g. mowers, blowers, trimmers))

*This position is a critical position and may be required to come to work before the general staff during inclement weather to put out ice melt or shovel snow.*

*This position is classified as safety sensitive as defined by the standards of Workplace Drug and Alcohol Testing Act.*

#### **TO APPLY**

- Submit a resume and cover letter to Human Resources at [hr@nationalcowboymuseum.org](mailto:hr@nationalcowboymuseum.org);
- Apply online on Indeed.com

