

The Oregon Garden

The Oregon Garden has become one of the Northwest's Premiere landscape display gardens. Designed to showcase the horticultural and agricultural heritage of Oregon, this 240 acre garden with currently 80 acres developed, features over 150,000 plants and hundreds of cultivars in both naturalistic and formal garden settings. This setting provides a unique opportunity for horticulture students to gain practical, hands-on experience in maintaining display gardens while learning about plants hardy to the Willamette Valley as well as cultural practices. The Garden was previously home to an Arabian horse ranch and is now a non-profit foundation supported by memberships, gifts, grants and fundraising events. Nestled in the historic town of Silverton, surrounded by the rich agriculture of the Willamette Valley, The Oregon Garden is just minutes from Silver Falls State Park.

Job Description

Department: Horticulture

Job Title: Horticulture Manager

Position Overview:

Manages the Horticulture Department and specifically, coordinates the communication of plant collection and the work taking place at the Garden. Will assist with any new construction from the design phase through completion. This position requires knowledge of the irrigation system and the ability to manage this area as necessary. The Horticulture Manager is involved in the hiring and termination process for all employees within the department, and oversees the management of seasonal staff and volunteers. The planning, design and implementation of the annual planting of the Garden are responsibilities of this position. The Horticulture Manager oversees and administers the horticulture budget.

Supervision Received:

Position is supervised by the General Manager.

Supervision Exercised:

The Horticulture Manager coordinates activities and duties of all full-time, part-time, seasonal staff, and Horticulture volunteers. In the absence of the General Manager, the Horticulture Manager will help manage the entire Garden staff, with the assistance of other management.

Essential Functions:

1. Oversees the management of full-time, part-time, seasonal staff and volunteers for the department, ensuring that the overall maintenance of the Garden is at the desired level for garden visitors.
2. Oversees and assists in the training of full-time, part-time, seasonal staff and volunteers - teaching them all required duties of their job descriptions, meeting the standards of The Oregon Garden.
3. Manages Oregon Garden plant collections: plant selection, acquisition, recording, mapping, site selection, labeling, and propagation.

4. Works with horticulture staff on a regular basis to prioritize and ensure proper garden maintenance. Performs scheduled maintenance evaluations with each horticulture garden manager.
5. Oversees the documentation of work records for the horticulture department, to evaluate maintenance practices and aid in the development of future gardens.
6. Manages and develops maintenance strategies for the department to assure the desired level of appearance for the Garden.
7. Schedules and trains staff to perform the maintenance and IPM practices necessary to achieve department standards.
8. Assists with the irrigation system to ensure that it functions properly and operates the system as necessary.
9. Oversees the designs, plans, and implementation of the annual planting for spring and fall.
10. Plans future goals and documents all short-term and long-term issues that the Garden might need to address. Keeps the General Manager informed of any necessary items to be included in the budget.
11. Evaluate existing gardens with regard to purpose and prepare plans for amendment and update.
12. Assists with new construction projects from the design/review process to the building phase to ensure the desired result is achieved.
13. Oversees the maintenance of equipment and works with vendors to ensure that the operation of the fleet is at an acceptable standard.
14. Manages and assists with the OYCC (Oregon Youth Conservation Corps) and AmeriCorps NCCC programs at the Garden to obtain goals of the program.
15. Oversees the management of the wetlands and Oak Grove to ensure that the standards of the department are being accomplished.
16. Assists in the development and management of the greenhouses and the nursery, as necessary, to ensure sufficient quantity and quality of plant material to meet the Garden's needs.
17. Executes the Sponsored Garden and Home Demonstration Garden Agreements to insure the areas achieve the desired result, ensuring the participants are satisfied and the Garden has performed to the contract specifics with the parties involved.
18. Works with Volunteer Coordinator to ensure the success of the horticulture volunteer program.

19. Completes monthly horticulture reports, and any other reports necessary for the General Manager. Assists in budget preparation relating to the horticulture department.
20. Attends and contributes to regularly scheduled Management meetings.
21. Regularly schedules and conducts horticulture department meetings.
22. Assists in developing department and Garden policy when necessary with the General Manager.
23. Greets visitors professionally and responds to their needs, with a focus on ensuring a quality guest experience. Will also assist with Garden tours, as necessary, to meet the demands of the groups and press.
24. Assists as needed in Garden-related events to ensure the success of the event and a positive experience by Garden visitors.
25. Serves as representative for The Oregon Garden at various industry events and OAN functions as deemed necessary by the General Manager.
26. Serves as a spokesperson for The Oregon Garden when necessary and represents the Garden in a professional and polite manner to all visitors and industry representatives.
27. Assists with other duties as assigned by the General Manager.

Essential Duties:

The Horticulture Manager oversees and/or trains staff, volunteers, contractors and others in all aspects of maintenance and garden development. To accomplish this, the following is needed:

1. Knowledge of theory & practice of arboriculture commensurate with ISA standards.
2. Competence in the selection, purchase & operation of walk-behind mowers, brush-mowers, riding-mowers, tractors, weed-eaters, blowers, chainsaws and other equipment.
3. Excellent skills in weed, pest and disease identification and control, including a solid understanding of IPM (integrated pest management). Must be conversant with beneficial organisms and how to use them in an IPM program.
4. Ability to perform and demonstrate appropriate equipment calibration, choice of pesticides and their safe, efficient application.
5. Good plant selection and identification skills for all types of plants.
6. Knowledge of cultural requirements of a wide range of native and ornamental plants, including site selection, soil preparation, irrigation, fertilizing.
7. Knowledge of weed control, pruning, pest and disease control, mulching.
8. Excellent command of plant display strategies including color coordination and plant combinations, techniques to control height and to delay flowering.

9. Excellent command of turf management, including fertilizing, irrigating, mowing and secondary cultural practices such as de-thatching, aerating, top dressing, pest, disease and weed control.
10. Excellent knowledge of site grading, drainage and general landscape installation.
11. Be fully conversant with installation and operation of irrigation systems; be responsible for MAXICOM operation and database management.
12. Hazard Communication & Safety: must be able to effectively carry out and instruct others in a wide variety of safety issues, must know CPR and general first aid, must be aware of OSHA and other mandated health & safety regulations and enforce them.

Knowledge, Skills and Abilities:

1. Ability to speak read and write English including effective written and verbal communication skills. (second language a positive attribute)
2. Ability to demonstrate excellent customer service to provide the Garden guest information as necessary.
3. Knowledge of horticulture that will allow the proper performance needed for the position, and knowledge of basic IPM practices.
4. Ability to manage detailed record keeping with minimal error.
5. Experience with office skills including computer word processing and spreadsheets (preferably Word and Excel).
6. Experience with budgets, financial reports, and basic accounting principles.
7. Ability to establish and maintain effective working relationship with clients, co-workers, contractors, vendors and other persons encountered in the course of work.
8. Effectively communicate policy and mediate disputes in a professional manner.
9. Ability to prioritize work, meet time deadlines, maintains reliable work attendance.
10. Ability to learn technical operation of equipment.
11. Must be able to stand and exert fast-paced mobility for long periods of time.
12. Ability to lift up to 50 pounds on an infrequent basis.
13. Must be available to work irregular shifts, including nights, weekends and holidays.
14. Must have a valid driver's license and ability to operate the Garden's vehicles and equipment.
15. Ability to exert considerable physical and mental effort throughout a normal eight-hour workday in a variety of weather conditions.

Experience and Training:

Bachelor's degree in Horticulture or related field, and a minimum of five years experience in a related horticultural field, with emphasis on landscape maintenance management, or a combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job. At least two years in a supervisory capacity, with a minimum of six employees under direct supervision. Must be able to secure and maintain a pesticide applicator's license within one year of hire.

Learning Development Demands:

Reasoning- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Mathematical- Add, subtract, multiply and divide all units of measure. Perform the four operations with common and like-decimal fractions. Perform arithmetic operations involving monetary units.

Reading- Read a variety of materials such as magazines, books, internet information, and safety rules.

Speaking- Speak to guests with poise and confidence, using correct English grammar and well-modulated voice.

Writing- Write reports and essays with proper format, punctuation, spelling, and grammar - using all parts of speech.

Physical Job Description:

Typical Working Conditions:

Indoors and outdoors with constant exposure to the elements: hot summer days and cold, wet winter days. Some exposure to chemicals, pollen, and noise associated with power equipment.

Typical Equipment Used:

Hand tools, loppers, hedge-trimmers, pitchforks, shovels, rakes, mowers, weed-eaters, blowers, sprayers, gators, roto-tillers, tractors, computers, and phones.

Essential Physical Tasks:

Weeding, pruning, digging, raking, planting, staking, fertilizing, watering, and keyboarding. Must be physically able to use all equipment listed above.

Specialized Demands:

Constantly (over 66% of the time)

Frequently (34%-66% of the time)

Occasionally (1%-33% if of the time)

Rarely (less than 1 hour per week)

Lifting

1-20 pounds, frequently

21-50 pounds, occasionally

51+ pounds, rarely

Pushing/Pulling

1-20 pounds, constantly

21-50 pounds, frequently

51+ pounds, rarely

Driving

Automatic transmission, frequently

Manual transmission, rarely

Other

Constantly standing, squatting, bending.

Constantly using fine dexterity, grasping/holding, using hands in repetitive motions.

Frequently kneeling, reaching over shoulder, reaching over head/outward, crawling, climbing, walking on uneven or slippery surfaces.

Occasionally sitting.

Acknowledgment

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description is intended to create a contract of employment of any type. Employment is “at-will” and may be terminated at any time by the employee or the employer with or without cause or notice.