

THE WATER CONSERVATION GARDEN

Job Description

POSITION

Garden & Facilities Manager

CLASSIFICATION

Full-time, salary, exempt

SUMMARY

The Garden & Facilities Manager is responsible for all maintenance and custodial operations of The Water Conservation Garden, including general daily maintenance of the Garden's buildings, gardens, trees, systems, and other infrastructure. The Garden & Facilities Manager serves in an essential collaborative role with the Director of Horticulture & Exhibits on the maintenance of The Garden.

DUTIES AND RESPONSIBILITIES

- **Manage Garden and Facilities departmental staff, in coordination with the Director of Horticulture & Exhibits, by providing regular supervision, scheduling, and training**
- **Complete maintenance checklists and time logs, and submit weekly and quarterly as required to the Director of Horticulture & Exhibits**
- **Maintain all existing Garden physical structures according to the standards laid out in an upcoming Facilities Operational Plan**
- **Maintain all existing Garden horticultural exhibits and plant collections according to standards laid out in the Facilities Operational Plan**
- **Work with the Director of Horticulture & Exhibits to implement annual plans for special projects**
- **Maintain and upgrade Garden irrigation systems and keep an irrigation log**
- **Keep a well-organized back work area, conduct a regular inventory of Garden tools and equipment, maintain that equipment in safe working order, and keep staging areas clear on a daily basis**
- **Coordinate assistance with the Events Department and the Sales Manager for events, meetings, and third-party events**
- **Provide high quality custodial support for The Garden, all Garden departments, and third-party rental needs**
- **Ensure that the Garden environment is safe, adheres to *show quality standards*, and is welcoming to the public**
- **Implement, administer, and monitor safety and health programs in compliance with Federal, State, and local laws and regulations**
- **Manage security, alarm, and fire suppression/detection systems, and ensure compliance to applicable building, fire, electrical, and mechanical system standards and codes**
- **Follow an agreed upon work schedule that will include regular weekend support, and occasional evening support**
- **Other duties as assigned**

EDUCATION & EXPERIENCE REQUIRED

Minimum high school or vocational school graduation required; Associates degree preferred. Five years experience with landscape maintenance, maintenance contractor, public horticultural management, or other related field experience preferred. Three years of supervisory or foreman management experience required. Valid California driver's license required.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Knowledge of buildings and mechanical systems, facilities maintenance methods, and horticultural methods**
- **Skill in using and caring for appropriate tools and equipment needed for this position**
- **Knowledge of irrigation system components and repairs**
- **Ability to establish and maintain effective working relationships and direct individual and team work environments**
- **Ability to prepare and manage records of supplies and equipment, and maintain project status reports**
- **Dependability under both supervised and unsupervised conditions**
- **Basic computer skills including Microsoft Office Suite(Word and Excel)**

WORKING CONDITIONS

Work performed mostly in a field environment. Extensive physical activity sometimes required, including the ability to climb ladders, handling of average-weight objects up to 40 pounds, work in cramped and/or damp areas, and standing and/or walking for more than (6) hours per day. Manual dexterity is needed to use tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Private means of transportation must be available along with a valid driver's license. Limited exposure to physical risk. Workplace is non-smoking and drug-free. Weekend and evening work will be required.

SUPERVISION

Received: Director of Horticulture & Exhibits / **Given:** Garden and Facilities Technicians, limited work with volunteers and interns

ESSENTIAL COLLABORATION

- **Director of Horticulture & Exhibits**
- **Events Coordinators**
- **Sales Manager**

ABOUT THE WATER CONSERVATION GARDEN

The Water Conservation Garden, a non-profit organization founded in 1999, is a nearly 6-acre public botanical garden whose mission is to promote water conservation in the southern California landscape through excellent programs and exhibits that educate and inspire the public. The Garden serves over 50,000 annually and offers educational tools via display gardens and a full program of tours, classes, and events for children, adults and landscape professionals, both on and off-site. In 2007, The Garden won the Rain Bird Corporation's international award for leadership in water conservation. In 2009, Sunset Magazine listed The Garden as one of the "Top Ten Western Gardens."

EMPLOYMENT AT THE WATER CONSERVATION GARDEN

It is the policy of the Water Conservation Garden to provide equal employment opportunities to all qualified persons without regard to race, creed, religion, sex, sexual orientation, age, national origin, physical or mental disabilities, marital status, veteran status, or any of status or characteristic protected under federal, state, or local law. The Immigration Reform and Control Act of 1986 requires the Water Conservation Garden to hire only individuals who are eligible to work in the United States. Upon the employee's reporting for the first day of work, an individual will be expected to present proper documentation establishing employability.