

# waterloo greenway

**TITLE: Horticulture Supervisor**

**FLSA: Exempt**

## **I. ORGANIZATION AND POSITION SUMMARY:**

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Phase 1 opens in the summer of 2021 and includes Waterloo Park and the Moody Amphitheater. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

WGC is seeking a motivated and experienced Horticulture Supervisor. This will be a key position in the management and upkeep of property and assets managed by Waterloo Greenway, including the onsite Moody Amphitheater.

Reporting to WGC's Director of Park Operations (DPO), the qualified individual will have a minimum of 4 years' experience in horticulture. Working interactively with WGC staff and contracted services, the Horticulture Supervisor will be responsible for monitoring, caring for, and reporting on plantings, equipment, systems, hardscape elements, and public use of the park. Applicants should be "hands on," well organized, knowledgeable of Texas native plants, have a positive work ethic, and be able to conduct themselves professionally as a representative of WGC. This position is critical to developing and maintaining excellent operational standards for WGC and ensuring an exceptional visitor experience in the park.

## **II. ESSENTIAL FUNCTIONS:**

- Supervise and manage contracted landscape services and part time/seasonal gardeners.
- Communicate regularly with DPO on status of projects, providing information and feedback on all areas of Waterloo Greenway horticulture.



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- Work closely with DPO to create immediate, seasonal and long-term horticultural goals and oversee implementation of these goals.
- Responsible for all plant orders and implementation of planting.
- Work with other WGC personnel such as communication engagement and programming staff to develop, organize, and implement horticulture programs, publications and tours;
- Regularly inspect plantings and landscape for pests and disease, and monitor soil conditions, making adjustments as needed;
- Oversee and supervise upkeep of current and accurate plant records (including photographs) and work logs.
- Document all areas of logistics related to horticulture to assist in the creation of a management plan with clear 5 and 10 year goals;
- Operate and maintain hand-tools and small machinery such as mowers, string trimmers, blowers, tillers, skid steer, etc. Perform periodic inventories of tools and materials.
- Perform garden maintenance including weeding, mulching, planting, editing, pruning, and mowing.
- Assist with maintaining the irrigation system.
- Assist in fulfilling the community engagement mission of WGC by leading or assisting with tours, workshops, and other public programs.
- Serve as the in-field leader to provide training, guidance, and oversight of volunteers.
- Collaborate with other WGC staff members to prepare facilities for special events, venue rentals, art installations, and other programs.
- Serve as an ambassador for WGC through positive public interactions.

### **III. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The work environment is mostly outdoors, with some office duties. The successful candidate must be able to meet the following requirements:

- Willingness and ability to perform physical labor by lifting objects weighing at least 50 pounds consistently, squatting, bending, etc. are required, both indoors and outdoors in all types of weather.
- Be available to work some holidays, evenings and/or weekends, and “stand-by” work on a predetermined basis or as emergency response.
- Ability to interact with the public in a polite, friendly and informative manner.

### **IV. QUALIFICATIONS - EDUCATION AND EXPERIENCE:**





- Four or more years of horticultural experience with in-depth knowledge of Texas plant culture, maintenance, and identification.
- Degree/Certification in horticulture or related field required.
- Pesticide Applicator's license, preferred.
- Ability to operate electric equipment, power tools and vehicles.
- Appreciation for aesthetics and design.

**V. COMPENSATION:**

Competitive compensation, dependent on experience. Medical, vision, dental and life insurance benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.

**VI. TO APPLY:**

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional reference via email to [jobs@waterloogreenway.org](mailto:jobs@waterloogreenway.org).

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

**EQUAL EMPLOYMENT OPPORTUNITY**

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

**HIRING PRACTICES**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

