



EMPLOYEE JOB DESCRIPTION

TITLE: Gardener
DEPT: Horticulture
REPORTS TO: Director of Horticulture

SUMMARY OF RESPONSIBILITIES:

The Gardener is a member of the Horticulture Department of Heritage Museums & Gardens. Reporting to the Landscape Manager, the Gardener assists the other staff as assigned and physically works as a gardener to maintain the Garden in the best possible condition for our visiting public. Using best practices and showcasing, the Gardener seeks to educate the public showcasing plant collections, garden design and ecology. This is a full time, full year, one year term position with benefits. The Gardener is a physically demanding position requiring work outside in all seasons.

Working directly for the Landscape Manager, or other staff members as assigned, Gardner performs various gardening tasks as required. Tasks include, but are not limited to:

1. Assigns tasks to interns and volunteers and works with them to ensure the work is done in a timely and quality manner.
2. Assists in weeding of plant beds as required to maintain the Garden.
3. Divides perennials as directed. Examples of such plants are Hosta, ferns, and daylilies. Divided plants to be planted new locations as directed.
4. Prepares soil for planting of various plants. Plants annuals and perennials as assigned.
5. Works on spring and fall clean-ups. Removes leaves and dead or dying plants. Trims annuals and perennials to the ground in the spring and fall.
6. Works in the greenhouse sowing seed, transplanting plants, taking cuttings, etc.
7. Helps in the construction of new gardens including digging, grading soil, cutting and installing stone and brick, installing new topsoil, plants and other duties as assigned.
8. Helps in the installation and de-installation of Gardens Aglow.
9. Works evenings during Gardens Aglow assisting in parking control and other duties as assigned. Work hours are typically 1-9 pm during Gardens Aglow evenings.
10. Performs general gardening duties as assigned.
11. Performs other general duties including work for other departments as assigned.
12. Read, thoroughly understand and ALWAYS follow all policies and procedures of the institutional Employee Safety Manual.

The Gardener must have the ability to perform physical work outside for 8 hours in heat, cold, snow or light rain and must be able to continuously walk, stand, bend and/or stoop. Some work on stepladders is required. He/she must have the ability to push, pull and/or lift items of 50 lbs. Must have or obtain a valid Massachusetts driver's license.