

Position: Thuya Garden Manager

Scope of Work: The Thuya Garden Manager is primarily responsible for leading and performing all gardening activities at the Thuya Garden property. Thuya is roughly a 30-acre property, including Thuya Garden, Asticou Terraces, and Thuya Landing. In addition to being an active gardener, the Thuya Garden Manager supervises the Head Gardener, Groundskeeper, Woodland Gardener, Seasonal Gardeners, and volunteers. All tasks of the position align with the mission, vision, and core values of the Preserve while promoting changes in operation to increase ecological sustainability. This position reports directly to the Director of Farm & Gardens. This position collaborates with many staff positions across the Land & Garden Preserve. This exempt position is full-time (approximately 40 hours per week), eleven months of the year (83% FTE), with benefits. Flexible scheduling is required due to holidays, weather, weekend work, and winter security.

Essential Job Functions:

Perform and oversee the following:

- Maintain a solid working knowledge of the historical and cultural heritage of the property to preserve and enhance its health, beauty, and ecological sustainability. Review new landscape projects and aesthetic changes with the Director of Farm & Gardens.
- Oversee the annual landscape maintenance (borders, lawns, mosses, shrubs, and trees), paths, trails, septic field, drainage ditches, and woods. Plant, soil, and insect health care, including soil testing, soil amendments, and implementation of organic strategies. Perform scouting, documenting, and treatment as needed.
- Ensure hardscape elements such as bed edging, path edging, brook, paths, well, pond, steps, patios, etc, are maintained and renovated, as needed, working collaboratively with various Preserve staff specialists.
- Plant records in the IrisBG plant database related to Thuya are maintained annually and are kept up to date. Coordinate staff training with the plant database. Ensure garden plant labels are created and installed to a high standard.
- Ensure objects in the garden, such as furniture, pots, and cistern are cared for and functional. Identify restoration needs.
- Collaborate with the facility department on cleaning, garden irrigation, paths, plumbing, equipment maintenance, benches, gates, fences, and building maintenance. Ensure clean, safe, and secure work environments - adhere to OSHA standards.
- Provide group tours; help facilitate garden events held in the garden. Interact with all guests (visitors, members, co-workers, and board directors) in a friendly and professional manner.
- Monitor and maintain the property for visitor safety.
- Ensure daily property security; buildings secured, gates closed, and lights off.
- Daily collection of gate donations.
- Ensure Thuya property is winterized seasonally and ready for its open season in June; signage changes, seasonal gates, temporary deer fencing, signs/benches/gates stored, water drained, temporary restroom facilities, pond and well cleaning, batteries, and equipment moved offsite.

Leadership:

- Coach, train, support, and direct, as needed, the daily work of the Thuya staff. Ensure proper staffing for daily work and projects while fostering a team environment. Monitor and evaluate work for quality, safety, and efficiency. Meet with staff regularly, process timesheets, and conduct annual performance reviews.
- Assist with job descriptions and recommend staffing adjustments to meet operational needs. Interview and hire for open Thuya Garden staff positions.
- Develop a staff schedule annually that ensures staff coverage seven days a week, 7 a.m. to 6 p.m., during the Thuya Garden open season. Ensure garden staff are also garden hosts during the open season and are familiar with commonly asked questions.

- Maintain positive relationships with neighbors and nearby stakeholders.
- Ensure Thuya staff are appropriately trained to operate and maintain all equipment and appropriate State of Maine pesticide licenses. Share documentation annually with the Master Pesticide licensee.
- Collaborate with other departments to facilitate gate donation collection, lodge activities, greeter activities, and dock usage.
- Maintain documentation of garden maintenance activities.
- Review and assist with the development of communication content related to Thuya. Provide newsletter and social media content, as requested.
- Collaborate with the Director of Farm & Gardens on all long-term planning, budgeting, projects, visitation, and staff professional development.
- Make staff available to assist in other areas of the Preserve as projects and workflow allow.
- Help the Director of Farm & Gardens inform the Thuya Committee; prepare reports, attend meetings, and provide landscape updates.

Qualifications:

- Valid driver's license.
- Formal education in a horticultural-related field or related hands-on experience is preferred.
- Experience leading or managing a team of staff, volunteers, or related experience.
- Knowledge of herbaceous and woody plants, including Latin nomenclature and specific care and maintenance needs.
- Knowledge of sustainable and organic gardening practices and IPM.
- Knowledge and experience working with various garden tools and equipment.
- Proficiency with computers, including e-mail, MS Word, and MS Excel. Knowledge of, or willingness to learn, the Iris-BG plant database.
- Physical ability to lift heavy materials and to work outdoors for long hours.
- The employee must obtain a pesticide license within first 8 months of employment. For the first three test attempts, the employer will pay the test costs and allow the employee to study for and take the test on work time. If the employee has not passed the exam after three attempts, further attempts will be at the employee's cost and on the employee's time.
- Able to work a flexible schedule and plan daily activities and projects.
- Knowledge of safety requirements, CPR, and first aid.

To Apply:

- Email a cover letter and resume to Joie Torsiello, jtorsiello@gardenpreserve.org.
- Interviews will be held beginning in December.