

## GENERAL INFORMATION

**Title:** Landscape Manager

**Classification:** Non-exempt

**Salary Range:** \$58,300 - \$85,400

**Reports to:** Deputy Director for Horticulture and Urban Agriculture

**Date Modified:** 9/1/2017

## JOB DESCRIPTION

### Summary/Objective

The position of Landscape Manager will provide effective day to day landscape, personnel, and grounds management, which will include oversight of power equipment, supplies, fertilizers, and chemicals. The Landscape Manager works in tandem with the Horticulture Manager and reports directly to the Deputy Director for Horticulture and Urban Agriculture.

### Supervisory Responsibility

The Landscape Manager will supervise up to 4 Gardeners.

### Essential Functions

The Landscape Manager will ensure effective daily landscape operations management to include:

- Integrated Pest Management
- Turf management
- Irrigation installation and maintenance
- Management of tool, fertilizer, and chemical inventories
- Scheduling and recording of applications
- Garden cleanliness
- Safety Management
- Management and motivation of subordinate employees
- Daily operation of power equipment and heavy machinery such as skid steers and boom lifts and oversight of cyclical maintenance
- State of FL Pesticide Applicators License and FNGLA Best Management Practices certificate, or the ability to obtain within 6 months of hire, or as exam schedule allows
- Coordinate and manage volunteer crews
- Coordinate cross-departmental projects and initiatives
- Act as supervisor during absence of Director of Horticulture and Horticulture Manager

### Competency or position requirements

The Landscape Manager position requires technical knowledge and experience in turf, garden, and grounds maintenance practices including irrigation systems management, landscape equipment operation, and applied knowledge of Best Management Practices (BMP) and Integrated Pest Management (IPM) guidelines. Employee will be required to participate in hands-on landscape activities in addition to supervision of subordinate staff and pesticide applicators,

ensuring the safe and effective application of insecticides and pesticides. This position will require collaboration with occasional contracted crews of various landscape disciplines over a wide and varied area. State of Florida Public Applicator's license is required for this position in addition to the ability to recognize pests and diseases of ornamental plants and turf. Knowledge of or the ability to quickly learn tropical and subtropical landscape plants is required. Candidates must possess a working knowledge of plant identification methods. Knowledge of gasoline powered landscape equipment and irrigation design / installation / maintenance is required. Demonstrated nursery management experience is desired but not required.

### **Work Environment/Physical Demands**

Employee will be able to carry up to 40 lbs. and work outside in varying climatic conditions that include excessive heat and humidity, and must be able to stand for long periods of time and safely traverse uneven surfaces, and must be able to perform general office and management duties, including the ability to efficiently operate Microsoft Office products. The ability to work with and provide basic maintenance services to typical landscape maintenance equipment (small tractor, mowers, tillers, string-trimmers, pruning/cutting equipment, hand tools) is essential. Daily duties will require visitor interaction on a regular basis, and a standard code of conduct will be required.

### **Position Type/Expected Hours of Work**

Position is full time, generally Monday through Friday from 7-3:30. Occasional evening and weekend work may be required upon request.

### **Travel**

Occasional local and regional travel may be required.

### **JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)**

#### **Education and Experience**

A minimum of an Associate's Degree in Landscape Maintenance, Horticulture, or closely related field with five years' experience in landscape and grounds management with one year's supervisory experience is required. A Bachelor's degree with at least 2 years' supervisory experience is preferred.

#### **Certifications Required**

Must either possess or have the ability to obtain within 6 months of hire a FL Driver's license, and obtaining a CDL / Class B license may be required. Ability to obtain Florida Public Applicator's pesticide license within 6 months of hire is required. Best Practices Management certifications and Florida Nursery & Landscape Growers Association Certified Horticulturist program completion will be required as training opportunities become available.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Application

Please forward a cover letter and resume to [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

**DEADLINE:** Open until filled

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