



Job Description

Operations Department
Seasonal Gardener

Reports to: Director or Horticulture

Uniformed: Yes **Hours/Week:** 40 **OT Eligible:** Yes **FLSA:** Non-Exempt

Start Date & Term: Seasonal, up to 8 months from date of appointment

Background:

The Trust is a public benefit corporation created in 1998 by act of the New York State Legislature and 501(c)(3) charitable organization. The President and CEO will report to a Board of Directors appointed by the Governor, Mayor and Manhattan Borough President. The park project is approximately 80% complete with remaining portions in either construction or design. Funding for new park construction is provided by the State, City and private sources. The Trust supports its annual \$30 million operating budget primarily with revenue generated from within the park and donations from a "Friends" organization. The Trust employs approximately 80 full time and 25 seasonal and part time employees.

Job Description:

The Seasonal Gardeners will perform all aspects of landscape and general park maintenance including the care of the park's urban tree canopy, understory plantings, perennials, formal and naturalized gardens, lawns, and plantings of seasonal interest. The successful candidates have prior experience in gardening and/or landscaping, be capable of performing quality work, be punctual and have excellent attendance, adhere to agency uniform policy and work well with others. This is a not a permanent position.

Specific Tasks & Responsibilities include, but are not limited to, the following:

Plant Health Care:

- Maintain and oversee diverse plantings of trees, shrubs, perennials, annuals, grasses and bulbs.
- Perform seasonal gardening/landscaping work such as pruning, weeding, fertilizing, deadheading, mulching, dividing, planting, soil placement, etc.
- Observe tree and plant conditions and report maintenance needs to supervisor as necessary.

Turf Care:

- Perform seasonal landscaping work such as mowing, edging, trimming, aerating, topdressing, overseeding, dethatching, sod installation and associated clean up, etc.

General Maintenance:

- Remove litter and other debris from plant beds and lawn areas.
- Keep pavements and adjoining surfaces clean.

Safety:

The Trust places the highest value on the safety of our staff, contractors, volunteers and the general public.

- Perform tasks safely and comply with requirements for use of proper personal protective equipment (PPE).
- Must safely operate tools, vehicles, and specialized equipment.

Other:

- Must be willing and able to work with volunteer groups and our weekly regular volunteers. This includes but is not limited to event setup/breakdown, oversight of volunteers during events and maintaining inventory of tools & equipment. Must engage volunteers with a positive attitude.
- Must be willing and able to perform duties of other divisions/positions as directed or required commensurate with need and incumbent's level of skill.

Education & Experience:

Candidates with experience, basic plant identification skills and general knowledge of turf care or degree in Horticulture, Turf grass Management, or another related field are preferred.

Special Requirements:

- Act in a professional manner always with other staff, outside contractors, vendors and park patrons.
- A valid driver's license with a clean history is preferred.
- Direct physical labor (lifting up to 50 pounds, bending, squatting, digging, etc.) is expected and seasonal gardeners must be willing and able to work in all weather conditions.
- Candidates should have an interest in learning and acquiring new skills.
- Proof of Covid-19 vaccination status is required.

Compensation & Schedule:

\$15.00+ per hour depending upon experience, M-F 7:00AM to 3:30 PM (with one half-hour unpaid lunch), occasional weekend work and extra hours as needed. Overtime paid at 1.5 x regular hourly rate. This is a seasonal, temporary position.

Application Process:

Interested applicants are to submit a resume and cover letter to Matthew Post, Senior Director of Horticulture & Maintenance at resumes@hrpt.ny.gov . **Indicate Job Code: 2022 Gardener in the subject line of the email.**

No phone calls please.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov