



Position Description

Operations Department Seasonal Compost Intern

Reports to: Director of Horticulture, Compost Technician

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

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, 4 mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding.

Job Description:

The primary job function of this position is to assist with all compost processing work within the Hudson River Park. Our Compost Program which originally started as a way of recycling our landscape waste now consists of an Earthflow Vessel, Sundance Shredder and ten community food scrap drop off sites. We process 350,000 lbs. of landscape waste and about 140,000 lbs. of food scraps annually. The Compost Intern will work closely with our Compost Technician daily processing and managing of all our waste.

In addition, the Compost Intern 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 candidate will be capable of performing quality work, be punctual and have excellent attendance, adhere to agency uniform policy and work well with others.

Specific Tasks & Responsibilities Include:

Assist Processing All Landscape & Food Scrap Waste:

- Responsible for the processing of all food scrap and landscape waste.
- Work with full-time staff and other seasonal staff to shred material using the Sundance Shredder.
- Load and unload material into the processing vessels. Ensure proper recipe/ratio of materials being loaded is followed.
- Monitor material in processing vessels by taking temperatures and samples for soil analysis.
- Analyze compost product and make recommendations to improve compost structure and nutrient levels.

Assist with Management of Compost Center:

- Ensure all operational activities within the compost center are kept in a neat and orderly fashion.
- Ensure debris are placed in the correct bins, keep odor to a minimum and equipment & tools are stored in correct location.

Record Keeping:

- Maintain an organized and accurate database for compost weights.
- Complete work orders, track time, resources and materials used for compost work with the Parks Computerized Maintenance Management System (CMMS).
- Manage and inventory all equipment, tools and supplies to be used for compost processing.

Plant & Turf Care:

- As needed, maintain the parks diverse plantings of trees, shrubs, perennials, annuals, grasses, turf and bulbs.
- Perform seasonal gardening/landscaping work such as mowing, pruning, weeding, fertilizing, deadheading, mulching, dividing, planting, soil placement, etc.

Safety:

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

- Perform and ensure tasks are carried out 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 Neighborhood Gardener & Compost Facilitator 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:

General knowledge of plant care and composting process preferred. Candidates with experience or degree in Horticulture, Turfgrass Management, or other related field are preferred.

Special Requirements:

- Act in a professional manner at all times with other staff, outside contractors, vendors and park patrons.
- A valid driver's license with a clean history, with ability to operate a manual transmission 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.

Compensation & Schedule:

\$15.00+ per hour DOE, 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 1.5X regular

hourly rate. This is seasonal, temporary position. There are no employee benefits (e.g., paid sick time, vacation or holidays, or health insurance) associated with this job.

Application Process:

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

No phone calls please.

More information on the Hudson River Park is available at:

www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

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 his or her 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.