

# filoli

## Horticulturist II

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

### SUMMARY

This position is responsible for maintaining a specific area of the garden and for the training and supervision of Horticulturists, Horticulture Interns and Service Learning volunteers. The Horticulturist II, under the direction of the Formal Garden Manager and Director of Horticulture, is involved in planning/coordinating projects, is responsible for setting routine work priorities, scheduling routine work in the area, record keeping, staff communication and maintaining high standards for horticulture and historic landscape preservation.

This is a full-time, non-exempt, hourly and year round position that typically works five consecutive days per week from 7:00am to 3:30pm. The hourly rate is \$33.85. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. The schedule may change to meet the needs of the organization so flexibility is important.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

#### Horticulture

#### Formal Garden

Preserve, maintain, and care for a specific area of the garden. Duties and responsibilities include:

- Interact and engage daily with Filoli visitors;

- Interact and engage with Filoli staff and vendors;
- Encourage Area Horticulturists to share information about our historic horticultural landscapes and displays;
- Planting and Soil Preparation: Use of hand tools and equipment to prepare and amend soil, plant bulbs, annuals, perennials and woody plants, and follow a formal planting plan;
- Pruning & Hedging: Prune and train trees, shrubs, hedges, topiary, and vines in accordance with landscape design specifications;
- Irrigation: Program planned irrigation schedules and adjust according to CIMIS, check soil moisture, inspect, repair, and install irrigation systems, and hand water;
- Turf Care: Mow, edge, renovate, dethatch, aerate and reseed;
- Pest, Weed and Brush Control: Weed, cultivate, rough-cut, perform vertebrate pest control, control poison oak, apply pesticides following CA DPR and Filoli specified policies and procedures and keep records;
- Fertilizing: Use broadcast and rotary spreaders, compost and keep records;
- Clean-up & Grooming: Manage leaves, clean debris, deadhead and groom pots and beds;
- Harvesting: Gather fruit, cut flowers, herbs and foliage;
- Communicate with Horticulture Director and Manager and Facilities Staff about garden/area maintenance problems and emergencies;
- Structural Maintenance: Install and repair header board and plant support structures, monitor and clean pools and drains, and control algae on brick paths;
- Equipment Care & Maintenance: Clean, sharpen, lubricate, and provide basic maintenance for tools and equipment;
- Safety: Adhere to safety standards regarding equipment use, pesticide use, and ergonomic safety for the Horticulture Staff, Interns and Service Learning volunteers and report hazards to management;
- Plant Collections Management: Assist with plant records management and mapping using database software;
- Instruct and/or participate in the development/preparation of horticulture classes and programs which will be offered through Filoli's Learning Department;

### **Greenhouse**

- Utilize thorough knowledge and skills in greenhouse operations including:
  - Propagation and production of bedding plants, perennials and woody plants from seeds and cuttings;
  - Implementation of an effective Integrated Pest Management (IPM) program;
  - Production of potting soil and other media and sourcing of components and supplies;

- Communicate with Horticulture staff and managers on the status of plant materials for planting and display;
- Perform care and maintenance for indoor and tropical plant collections;
- Properly maintain seed collections;
- Keep accurate plant records using plant collections management database and maintain labels;
- Manage the greenhouse area of the gardens that includes all greenhouses, nursery, existing landscape, equipment and storage buildings/structures:
  - Regulation temperatures and mist systems by manipulating thermostats, time clocks, automatic cooling and heating systems and ventilators;
  - Oversee the maintenance of all greenhouses, cold frames, walks and storage areas with respect to weed control, organization, tidiness and safety;
  - Communicate with Horticulture Director and Manager and Facilities Staff about greenhouse area maintenance problems and emergencies, i.e., glass breakage, boiler problems, etc.;
  - Perform Equipment Care & Maintenance: Clean, sharpen, lubricate, and provide basic maintenance for tools and equipment;
- Retail Nursery & Plant Display Operations:
  - Under leadership of the Director of Retail Operations, supervise plant shop purchasing, pricing, merchandising;
  - Supervise foliage picking and indoor plant display creation and maintenance;

### **Planning, Training and Supervision**

- Schedule routine work priorities and lead group projects while maintaining high horticultural standards;
- Coordinate work with all other staff members, especially other Horticulturist II's and Facilities Staff;
- Train and supervise Horticulturist I's, Horticulture Interns and Service Learning volunteers;
- Evaluate intern performance and provide performance input to managers for staff evaluations;
- Teach and enforce safety standards regarding equipment use, pesticide use, and ergonomic safety for the Horticulture Staff, Interns and Service Learning volunteers and report hazards to management;
- Partner with others in the implementation of safety programs, accident prevention, emergency communication and documentation of training;

- Provide horticultural programming for visitors such as demonstrations or tours and teach formalized intern workshops;

### **General**

- Instruct and/or participate in the development/preparation of horticulture classes which will be offered through Filoli's Learning Department;
- Assist with special events: set-up tables and chairs, assist with parking, put up holiday lights, etc.;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

### **SUPERVISORY RESPONSIBILITIES**

This position has direct and daily oversight responsibility for Area Horticulturist I's and indirect oversight responsibilities for Horticulture Interns and a group of Service Learning volunteers (3-4 days per week).

### **MINIMUM QUALIFICATIONS**

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

#### **Education and/or Experience:**

Bachelor's Degree in Horticulture (preferred) or directly related field of study and directly related experience and/or training or equivalent combination of education and experience;

#### **Core Competencies:**

- **HORTICULTURE EXPERIENCE** – Minimum of at least 3 years practical experience maintaining gardens. Ability to understand, apply and teach the basic principles of horticulture, plant science, and botany.
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Minimum of at least 1 year of hands-on supervisory experience. Effective cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- **LEADERSHIP** – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.

- CULTURAL COMPETENCIES – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- DIVERSITY, EQUITY, AND INCLUSION – Committed to Filoli’s dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- COMMUNICATION SKILLS – Communicate (listening and speaking) effectively and respectfully with Filoli employees and Service Learning volunteers. Ability to interact with visitors and members.
- DECISIVE NATURE – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- COMPUTER SKILLS – Proficiency with email, basic MS Office and Google applications and computerized collection management systems such as IRIS BG.
- AVAILABILITY – Maintain a flexible work schedule that may include evenings and weekends to meet the demands of executive management.

#### **Skills and Abilities:**

- Mechanical abilities necessary to safely operate a range of power equipment, vehicles, tractors;
- Work independently, and demonstrate wise decision-making within the bounds of the area of responsibility and authority;
- Take direction, multi-task and work effectively in a team environment;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

A California Qualified Applicator’s Certificate or License is required or must be obtained within six months of employment and must be maintained. A valid Driver’s License is required.

#### **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Stand, walk across uneven terrain, climb ladders (orchard and extension ladders up to 16' and scaffolding up to 25') and stairs, balance, stoop, kneel, crouch, crawl, reach, handle, lift, carry, push and bend frequently;
- Possess strength sufficient to exert force up to 60 lbs. occasionally and/or up to 35 lbs. frequently, and/or up to 20 lbs. constantly to lift, carry, push and pull or otherwise move objects;
- Perform repetitive motions up to 50% of time using tools and equipment;
- Able to drive vehicles and large garden equipment.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate, but there are occasional (2-3x a day) when the noise level requires the use of protective gear to shield ears. Due to the use of garden equipment and possible airborne debris, the use of protective eye gear is required when appropriate.

## **HOW TO APPLY**

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:  
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: [www.filoli.org](http://www.filoli.org)

Filoli is an equal opportunity employer who values diversity in the workplace.