



Grounds & Facilities Assistant

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is building an organization and a staff to welcome guests to its world-class botanic garden, which opened in the fall of 2020, and to inspire people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking three (3) part-time Grounds & Facilities Assistants who will be responsible for assisting with the day-to-day maintenance of the grounds and facilities at the Garden. These positions are ideal for a driven and team-oriented individuals that can manage keeping up with tasks simultaneously in a fast-paced environment working with many departments to meet specific needs.

Job Responsibilities:

- Perform daily Opening maintenance task check list prior to 9:00 AM
- Under the direction of the Horticulture team, assist with watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
- Maintain Garden cleanliness by collecting and disposing of leaves, fallen limbs, dirt, rubbish, and refuse.
- Maintain decomposed granite paths by cleaning up/filling in washed out areas after heavy rains and topping off as needed where concrete and DG meet to prevent trip hazards.
- Help maintain beach area in Family Garden by cleaning off boardwalk and redistributing sand after heavy rains.
- Assist with the maintenance and repair of irrigation systems.
- Work cooperatively with staff and fellow Grounds & Facilities Assistants to coordinate and complete tasks.
- Inspect and repair tools/equipment for safety and efficiency.
- Operate various equipment including, but not limited to, tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools, posthole auger, and aerator. Light truck, van and composter.
- Inspect buildings and facilities to assess condition and initiate repairs as needed.
- Completes assigned minor and routine service requests as needed.
- Load and unload equipment from vehicles and transport to various Garden locations.
- Set-up and breakdown rooms.
- Adhere to Garden policies and procedures to ensure personal safety, the safety and welfare of plants, guests, and other staff members.
- Other duties as assigned.

Qualifications and Experience Requirements:

- High School diploma or GED/equivalent
- Valid driver's license
- At least 1 yr of experience working in horticulture, grounds keeping, landscaping, facilities, general labor or related field
- Previous experience in working with tools and equipment preferred

Physical Demands / Working Conditions

- Must be able to move throughout the 132-acre Garden property, as needed.
- Must be able to routinely work outdoors in all weather conditions including heat, cold, wind, and humidity.
- Must be able to lift up to 60 lbs and push/pull up to 80 lbs
- May require use of uniforms and personal protective equipment (PPE)
- Must be comfortable working in immediate proximity to the general public in a safe and friendly manner.

Position Details

- Pay rate: \$14.00/hr
- Hourly, part-time (approximately 20 hrs/week)
- 4 days per week/5 hrs per day 7:00 am – 12:00 noon

Benefits

Paid time off and employee discounts

Application Procedure

Interested candidates should send a resume to hr@hbg.org. We will contact those candidates who most closely match our requirements.