



Grounds 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 a full-time Grounds Assistant who will be primarily responsible for performing mowing tasks to maintain the appearance and safety of Garden grounds. This position will primarily work outdoors with a team of other Grounds personnel to ensure the Garden maintains a professional appearance for guests to enjoy.

This position reports directly to the Grounds & Facilities Manager, but will also receive work direction and guidance from the Grounds Coordinator.

Job Responsibilities:

- Perform daily Opening maintenance task check list prior to 9:00 AM
- Mow grass, trim, weed, cut and edge around walkways, flowerbeds and walls.
- Operate a variety of small engine machinery.
- Inspect tools/equipment and perform basic repairs for safety and efficiency.
- Maintain Garden cleanliness by collecting and disposing of leaves, dirt, rubbish, and refuse.
- Work cooperatively with fellow Grounds Assistants and other staff to coordinate and complete tasks in other areas such as facilities maintenance, events, etc.
- Assist the Horticulture team in performing tasks related to planting, watering, pruning, fertilizing, mulching, caring for beds and controlling weeds.
- 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 outdoors in horticulture, grounds keeping, landscaping, facilities, general labor or related field

- Previous experience in working with tools and equipment preferred
- Ability to read and understand written instructions in English

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
- Full-time (Tuesday thru Saturday)
- Occasional evenings and holidays

Benefits

Medical, dental, vision, disability and life insurance.

Application Procedure

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