



Grounds Coordinator

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 Coordinator** who will be responsible for maintaining and improving grounds and turf conditions by performing and/or overseeing all pertinent mowing practices. This position is part of a larger Grounds Team, will report to the Grounds & Facilities Manager, and will serve as the key point of contact for the turf crew.

This position is ideal for a team-oriented individual with organization and leadership skills that can effectively manage and prioritize tasks across multiple departments.

Job Responsibilities:

- Perform and/or oversee mowing operations, and related activities.
- Safely operate ground equipment including riding mowers, sprayers, aerators, and/or small tractors, weed-eaters, edgers, blowers, etc.
- Performs checks and repairs regularly on Turf Irrigation run zones.
- Assists in irrigation programming for Turf zones.
- Assists in morning operations to prepare the garden for opening.
- Coordinate and prioritize tasks assigned to the mowing crew.
- Prepares areas for new turf, and over seeds seasonally.
- Lays sod as appropriate to the requirements of the facility.
- Applies fertilizers, pre-emergents, fungicides, etc. to help maintain optimal turf health.
- Maintain Garden cleanliness by collecting and disposing of leaves, dirt, rubbish, and refuse.
- Maintain mowing equipment to include regular maintenance.
- Work cooperatively with Grounds Assistants and other staff to coordinate and complete tasks in other areas such as horticulture, facilities maintenance, events, etc.
- Inspect tools/equipment and perform basic repairs for safety and efficiency.
- Load and unload equipment from vehicles and transport to various Garden locations.
- 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
- At least 1 yr of experience in mowing equipment operation strongly preferred
- Previous experience in working with tools and equipment preferred
- Ability to read and understand written instructions in English
- Ability to take initiative and act as a leader in mowing operations.

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: \$16/hr
- Full-time
- Occasional weekends, evenings, holidays

Benefits

Medical, dental, vision, retirement, disability and life insurance. Paid holidays and time-off.

Application Procedure

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