



Grounds & Facilities Manager

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 **Grounds & Facilities Manager** will be the key leader for this department and will ensure efficiency, safety, and operational effectiveness by managing facilities and grounds. The position is responsible for helping to ensure that the buildings - staff and visitor buildings MEP systems, grounds – hardscaping, visitor amenities, irrigation, electrical in the Garden, turf, and equipment — operated by HBG are safe for occupancy, usable, well maintained, in good repair and esthetically pleasing. The ideal candidate is a hands-on leader with the ability to interface and collaborate with multiple departments on a daily basis as a crucial project manager in multiple areas.

This position will lead a team of several full and part-time staff members including a Facilities Supervisor, Grounds Coordinator, Grounds Assistants and a Facilities Assistant. The position will report directly to the Deputy Director.

Main Job Responsibilities:

- Responsible for the management, training, development, and coordination of all Grounds & Facilities staff.
- Routinely inspects facilities and grounds to identify needs, evaluating the capacity of staff to address, and escalating safety critical issues as appropriate.
- Maintain and update the mowing plan as needed to meet changing demands.
- Provide input to Facilities Supervisor on work order prioritization.
- Coordinate with exhibition leads on the delivery and load-in/out of materials for large scale installations.
- Promote and enforce safe work habits.
- Oversee Operations & Maintenance (O&M) building, where all tools, equipment and vehicles of the organization are maintained.
- Provide recommendation and evaluation for various equipment purchases and other supplies as well as for maintenance and replacement of grounds equipment.
- This role is considered Essential Personnel during storm recovery and will be among the first staff on site to assess safety and coordinate recovery efforts
- Oversees contractors while on-site performing grounds and facilities related tasks.
- Partner with Facilities Supervisor to monitor irrigation systems, track repairs and implement improvements
- Ability to respond to urgent issues off-hours as needed

- Work with Facilities Supervisor to draft and implement preventive maintenance schedules for buildings and equipment.
- Oversee opening duties of grounds team to ensure the garden is ready for guests each day.
- Oversee hardscape maintenance and repair on a regular basis.
- Assist in ordering and procuring supplies for their team.
- Understand, and adhere to all HBG policies.
- Perform all other duties as requested by the Deputy Director or other senior staff to assist other teams or departments.

Qualifications and Experience Requirements:

- Minimum of HS diploma/GED; some college or continuing education preferred
- A minimum of 4 years hands-on, relevant experience in grounds or facilities; preferably both
- Working knowledge of multiple maintenance trades highly desirable, at least one trade required (i.e. mechanical, plumbing, electrical)
- Previous experience in a supervisor, lead or manager role required
- Bilingual (Spanish) preferred
- Experience and confidence in operating mowing equipment and machinery
- Must possess solid verbal and written communication skills, strong leadership skills, the ability to prioritize tasks and delegate when appropriate.
- Must be proficient with Microsoft Office Suite or related software as needed to prepare and present reports, records, and budgets.

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

- Annual Salary: \$55,000
- Salaried exempt
- Occasional evenings and holidays

Benefits

Medical, dental, vision, disability, retirement plan 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.