



Grounds Assistant – Mowing Team

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 Assistant** is primarily responsible for performing mowing and other maintenance tasks to maintain the appearance and safety of the Garden grounds. Reporting to the Operations Supervisor, 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.

Job Responsibilities:

- Perform daily Opening maintenance task check list prior to 9:00 AM
- Assist with watering, , fertilizing, mulching, and controlling weeds in turf and around trees.
- Assist the custodial team in maintaining Garden cleanliness by collecting and disposing of leaves, dirt, rubbish, and refuse.
- Train in the maintenance and repair of irrigation systems.
- Work cooperatively with staff and fellow Grounds Assistants to coordinate and complete tasks.
- Inspect and maintain 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, , striping machine, garden and hand tools, posthole auger, and aerator. Light truck, van, skid steer and golf carts.
- Report maintenance conditions to the Facilities and Grounds team when in the field. Completes assigned minor and routine Grounds service requests as needed.
- Load and unload equipment from vehicles and transport to various Garden locations.
- Assist with furniture set up and breakdown for Garden events. 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 preferred, not required
- Previous experience in working with tools and equipment strongly preferred
- Subject to criminal background check

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.
- Physical work required consisting of frequent standing, bending, kneeling, stooping, crouching and reaching.
- Must be able to lift up to 60 lbs and push/pull up to 80 lbs
- Requires use of uniforms and personal protective equipment (PPE) provided by the Garden.
- Must be comfortable working in immediate proximity to the general public in a safe and friendly manner.

Position Details

- Full-Time, Hourly
- Pay rate: \$14/hr
- Schedule: Sun – Thur / 7 am – 3:30 pm

Benefits

Medical – including \$0 staff plans, dental, and vision insurance, retirement savings match, short term disability, long term disability, and life insurance available. Access to paid professional development opportunities. Discounts on food, beverages, and merchandise. Complementary tickets for Garden admission including special events.

Application Procedure

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