

August 5, 2024

Black River Cypress Preserve (BRCP) – Full-time position

Position: Horticulturist and Grounds Supervisor, BRCP

Reports to: Executive Director (or designee)

FLSA Classification: Non-Exempt

Job Requirements:

- A valid South Carolina driver's license
- Authorized to work in the United States of America
- Ability to lift 50 lbs and perform physically demanding work for ~8 hours a day
- Ability to work outdoors in all types of temperatures
- The ability to operate small gas-powered equipment & tools (e.g., lawn mower, weed-eater, etc.)
- Follow all rules and safety protocols provided by the Executive Director; this position will require a signed agreement that the employee has read and pledges to follow all rules and safety protocols
- Exhibit flexibility and a willingness to switch tasks when necessary
- Ability to follow verbal & written directions and willingness to ask questions
- Knowledge of *Microsoft* Office Tools preferred, specifically, *Excel*, *Word*, and *PowerPoint*
- Communicate, in advance, request(s) for days off and/or vacation as follows: provide at least 24 hours' notice for a single day off; provide at least one week's notice for vacation
- Ability to work the entire months of April & November each year; vacation time to be used during the other ten months of the year
- Maintain a positive attitude and willingness to work with others
- Associates degree in Horticulture or at least five years' experience in a related field preferred
- Applicator's license preferred

Job Responsibilities- The following responsibilities are to be undertaken with respect to BRCP, its Affiliates and the President, to the extent requested.

This position will require experience and knowledge of basic landscape-related tools and equipment. Significant knowledge of plant identification and cultural conditions is preferred. Flexibility is required between maintaining existing sites and installation of new landscape projects. Participation in design and recommendations of appropriate plant material is encouraged. Willingness to obtain an applicators license within a reasonable timeframe. The role will require the ability to supervise interns and landscape contractors while working directly alongside them. The following outline is a summary of the various tasks and responsibilities that are required to successfully perform this role:

-Grounds Maintenance - Oversee and perform necessary grounds maintenance at all sites (per appendix) at Swampside, The Peninsula, & Wild Azalea Tracts. All properties are to be maintained at the highest level. This would include, but not be limited to, the following tasks:

-Safety – Before operating or letting anyone operate BRCP power equipment, determine if they have experience or a working understanding of the tool or equipment. Eye and ear protection should always be worn by maintenance personnel. BRCP will provide personnel with both. We are a private parkland. Safety for our guests and staff is paramount. Do everything possible to

ensure there are no tripping hazards, stinging insect hives/mounds, debris/potholes in walkways and trails, or maintenance vehicles/equipment on the property that could adversely affect a group. Once group visits and outdoor programs are in full swing, there will be times when this position will require enforcement of rules and etiquette to ensure safety for all.

-Site maintenance

- Ensure that plant material is getting adequate irrigation
- Observe the overall health of the lawn, shrubs, trees, and perennials
- Adjust the irrigation timer if necessary
- Take notes, at each site, on what needs to be performed i.e., mow lawn, weed-eat, prune, fix/adjust irrigation heads, etc.; create a task/job schedule (*MS Excel*) that is prioritized; keep contracted landscapers & interns informed about where they will be working on a day-to-day basis
- Monitor work production of contracted landscapers & interns, provide feedback where necessary, and report any recurring or serious issues to the Executive Director

-Implementation of new landscape design(s)

- Ensure containerized plant material is being maintained prior to the planting project
- Conduct utilization of soil amendment at time of planting followed by having a necessary irrigation plan
- Potentially have design input based on soil, light, and other site-specific conditions

-Plant ID labels

- Assist with maintaining and/or placing plant ID labels at the proper locations
- Perform quality assurance periodically to ensure that labels are legible and oriented appropriately

-Outdoor program assistance – This position will require moving bikes and kayaks to multiple locations. There is a shared *Google* calendar that will show upcoming events. The job requires communication with programing schedulers and coaches to coordinate and outfit each event/group. There may be times when you will be called on to serve as a guide and/or park ranger (appendix “Rules”).

-Quality assurance of park rules & etiquette – Always be conscientious of safety & security needs. Gates should always be closed and/or locked. Be aware of when groups and outdoor programming are on the properties (per shared calendar). All buildings should be locked at the end of each day. Keys to equipment should be placed securely in key boxes. Be aware of contracted work on the property. Overall awareness of who should and should not be on the property is very important. Be willing and able to respond diplomatically, yet firmly, in instances relating to trespassing or rules/etiquette not being followed.

-Equipment Care & Maintenance – An updated inventory and maintenance log are required for all power equipment/tools, vehicles, trailers, kayaks, and bikes. Communication between director, outdoor education & recreation manager, group coordinator, and guides is vital to have a successful and functioning visitation programming.

-Assistance with BRCP President's recreational activities – During the months of April & November, assistance with logistics & outfitting kayak, biking, or hiking excursions is required.

-Capital & Operations Misc. tasks – Perform light carpentry tasks related to small repairs or landscape related features that may include, but not limited to, installation of benches, fences, gates/bollards, and interpretive panels.

Other duties may be assigned from time to time by the Executive Director (or designee).