

11-30-18 Botanic Gardens Manager, University of California Riverside, 12-15-18 deadline

Job Title

Botanic Gardens Manager

Agency

University of California, Riverside

Location

Riverside, CA

Pay Rate

\$53,700-\$66,750

Responsibilities

65% - Closely oversees day to day activities of landscape/groundskeeping employees.

- Plans, organizes and directs routine landscape/groundskeeping operations.
- Directs maintenance of garden facilities including lathhouse, greenhouse, irrigation systems, gazebos, benches, etc.
- Trains and supervises the landscape/groundskeeping staff to maintain an orderly, safe, and efficient grounds and facilities operation.
- Interacts with, orient, train, and supervise volunteers in all areas of horticulture and landscape maintenance.
- Responsible for performance management.
- Perform general gardening duties including pruning, planting, weeding, mulching, debris removal, and other duties as assigned.
- Maintains proper inventory needs and recommend purchase of inventory.
- Maintains scheduling within prescribed budgetary and personnel guidelines including covering weekends.
- May be required to operate a diversity of garden vehicles.

15% - Ensures safety, hazardous materials and landscape/groundskeeping policies and procedures are adhered to.

- Uses knowledge in the care and use of power equipment and other landscape/groundskeeping tools.
- Enforces biohazardous materials and equipment policies and procedures.
- Recommends and enforces proper handling and mixture of chemicals.

10% - Coordinate facilities work and support with UCR campus units including Facilities, Grounds, Fleet Services, Agricultural Operations, and others.

5% - Work with Director to advance the mission and goals of the Botanic Gardens and work with Curator to manage and augment curated plant collection and plan installation of new plants and gardens

5% - Contribute to communication program by writing articles for UCRBG Newsletter, speaking to visitors and tour groups, and leading tours of the Gardens as requested.

Required Skills

- 4 - 7 years of related experience.
- Ability to provide plant and pest identification.
- Working, effective interpersonal and work leadership skills to provide guidance to other personnel.
- Working knowledge in landscape/groundskeeping services.
- Working verbal and written communication skills in the English language, including active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management.
- Basic computer applications skills.
- Working decision making and reasoning skills, and ability to develop original ideas to solve problems and conduct operations analysis and quality control analysis.
- Demonstrated ability to work in a dynamic, diverse, outdoor environment under changing and sometimes extreme conditions.
- Demonstrated ability to work with diverse staff and volunteers of all ages and abilities and to create a positive experience for visitors of all ages, backgrounds, and abilities.
- Skill working with computer software including Microsoft Office

Desired Skills

- Minimum of 1 year of experience working in a university environment.
- Minimum of 3 years of experience in supervisory role.
- Bachelor's degree in Horticulture or related field is preferred.
- Academic prep in horticulture is preferred.
- Must possess or obtain a Valid CA Drivers License in accordance with the California Department of Motor Vehicles and a Qualified Applicators License may be required.
- Horticulture certifications or training, e.g., arborist certification is preferred.

Application Mode

Apply online at UCR Jobs or by following this link: <https://bit.ly/2KKGi8g>

Application Deadline

12/15/2018

Contact for further information

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