

## Job Opportunity

12-19-24 Grounds Manager, J. Paul Getty Museum, Los Angeles, 3-31-25 deadline

### Job Title

Grounds Manager

### Agency

J. Paul Getty Museum

### Location

Los Angeles

### Pay Rate

Hiring Pay Scale \$95,935 - \$127,116 Annually

## Responsibilities

### Job Summary

The Grounds Manager will lead a team of approximately 50 responsible for overseeing grounds and gardens operations. Reporting to the Department Head, the Manager provides guidance, direction, and long range/short term planning and directs operational policy including safety while also managing staffing needs, contractor resources and other priorities to align with Grounds and Facilities goals. In addition, the Manger will establish development and performance criteria for the assigned area in conjunction with departmental plans, goals, and procedures required to maintain Getty landscape and site(s) at a high level.

### Major Job Responsibilities

- Oversee complex Grounds operations including staffing, scheduling, training, equipment/vehicles, department records, contracts, safety, site fire prevention and project delivery.
- Ensure site care including: preservation of Getty's public gardens and horticulture resources, maintenance of grounds, fine gardens, wildland and urban interface, drainage maintenance, fire protection, and irrigation systems.
- Oversee horticultural care for assigned areas including pest control, fertilization and agronomy, plant care, tree care, problem identification, solving and communication
- Ensure aesthetics and standards for department. Work closely with campus architect and grounds archivist/Horticulturist maintaining architectural standards.
- Manages subordinate employees including mentoring, coaching, counseling, evaluating and coordinating the employee's work
- Manage and negotiate contracts and direct projects: Prepare work scopes, track project costs, and ensure project quality control guidelines are followed, as well as safety and regulatory compliance.

- Review, enforce and coach on operational safety and training. Oversee staff safety training and regulatory compliance documents. Manage, review and enforce operational safety, training needs with department and contractors
- Oversee spraying and treatment operations, chemical storage/disposal and report use to regulatory agencies
- Prepare and maintain internal and external compliance documents
- Work directly with internal clients & external contractors to plan and implement projects and activities
- Act as key manager with Grounds, Facilities and Security emergency planning. Expected to respond to emergencies at all hours.

#### Required Knowledge, Skills and Abilities

##### Qualifications

- Bachelor's degree
- 5 to 7 years of supervisory and/or project/process management experience
- Proficiency in standard business software

##### Desired Knowledge, Skills and Abilities

- Demonstrated landscape management, maintenance and construction experience including experience with sustainability programs
- Deep knowledge of landscape construction standards and techniques commensurate with public gardens, higher education, and/or similar institutions.
- Proficient computer skills and demonstrated experience with office software, financial management systems, email applications, work management software, and centralized irrigation software
- Strong written and oral communicator. Bi-lingual Spanish language skills necessary
- Demonstrated experience effectively managing projects, budgets and procurement.
- Demonstrated experience with safety compliance, programs and training.
- Ability to work with little or no supervision

#### Application Mode

Apply on company website: <https://jobs-getty.icims.com/jobs/4546/grounds-manager/job>

#### Application Deadline

3-31-2025

#### Contact for further information

[bhouch@getty.edu](mailto:bhouck@getty.edu)