



JOB DESCRIPTION

The job description does not constitute a written or implied contract of employment.

Title: Assistant Garden & Grounds Manager
Classification: Exempt
Reports to: Garden & Grounds Manager

Job Summary:

Responsible for assisting Manager with all operations involving gardens, turf, and irrigation, and hardscape on club property. Will assist Manager and Greenhouse Manager with operations and maintenance of greenhouse when needed. Responsible for supervising all maintenance activities to ensure that the highest horticultural standards are followed.

Job Duties and Responsibilities*:

- Assists the Garden and Grounds Manager in managing horticultural activities.
- Assists in planning both long and short term goals of the department
- Participates in hiring new employees.
- Participates in the employee review process.
- Able to take the responsibilities of the Grounds Manager in their absence (i.e. attend meetings, supervise projects, etc.).
- Responsible for the planning, installation, and maintenance of specific gardens. Aides the Grounds Manager with the planning, installation, and maintenance of all other gardens.
- Organizes plant sales and workshops.
- Organizes member outreach programs such as tours, website and signage.
- Keeps garden records current.
- Maintains garden labels.
- Tracks all purchases and ensures procedures are being followed.
- Assists other departments in preparation of events held at the Club (i.e. indoor/outdoor parties, club functions, sport competitions, Christmas decorations, etc).
- Assists in properly training all personnel to use all equipment and tools safely.
- Assists in selecting and purchasing all plants, equipment, pesticides, fertilizers, and other supplies needed for the operation of the garden and greenhouse.
- Keeps current with horticultural standards and practices through active participation in professional organizations and conferences.
- Maintains Maryland State Pesticide Applicators license and ensures compliance with state regulations.
- All above duties and responsibilities should be carried out according to established Club policies/procedures.
- Able to work holidays, weekends, and evenings (with proper notice).
- Able to help with snow removal.
- Able to perform other duties as necessary.

Chevy Chase Club, Inc reserves the right to revise or change the job duties and responsibilities as the need arises.

Qualifications and Skill Requirements:

- B.S or Associates degree in horticulture is preferred, but not mandatory.
- At least (2) years of full-time progressively responsible professional gardening experience including supervising gardening staff and garden maintenance, or other related industry.
- Good knowledge of garden design, plant identification, insect identification, plant pathology, soil structures and IPM strategies.
- Ability to work independently and in large groups.
- Strong oral and written communication skills through multiple facets.
- Capable of using Microsoft Office software and trainable on other software used by the club.
- Ability to work outdoors year around (no adverse reactions to heat, cold, pollen, dust, etc).
- Knowledge or ability to learn various types of equipment used in landscape maintenance, landscape installation and snow removal.
- Ability to lift over 50 pounds.
- Must have or be able to acquire a Maryland State certified pesticide applicators license.
- Ability to speak Spanish is helpful.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel crouch, or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

By signing this job description, I acknowledge that have reviewed and understand the assigned responsibilities of my job.

Employee (print name)

Employee Signature

Date