

GARDEN CURATOR

General Statement of Duties

The Garden Curator has the overall responsibility for the planning, coordination, and supervision of the display gardens of the Paul J. Ciener Botanical Gardens facility. This position is the key staff member involved with the implementation of the vision, direction and maintenance of horticulture spaces within the facility.

Distinguishing Features of the Class

An employee in this class is responsible for monitoring problematic areas such as diseases or pests and plans all seasonal displays. The Garden Curator will supervise and lead the Gardner to assess current grounds conditions and create short and long-term horticulture display goals. Work requires providing guidance and direction related to all horticulture displays and projects. Work is performed under the regular supervision of the Parks and Recreation Parks Superintendent and is reviewed by frequent project inspections.

Duties & Responsibilities

Crafts and adheres to innovative horticultural management plans that ensures best practices and cost efficiencies within the Garden.

Supervises and works with the staff to design, install and maintain horticultural displays.

Works with the Town's Horticultural Supervisor to plan and coordinate special projects and tasks

Seeks and applies for grants to improve educational programs and development projects.

Maintains Garden collection database.

Adheres to historical details and historic horticulture department goals.

Provides guidance and training to Garden staff and volunteers.

Creates short-term and long-term horticulture goals and communicates updates on plans with Department Director and other appropriate boards.

Conducts and coordinates horticulture community outreach programs.

Assists in set up for special Garden and Town functions and activities.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of horticulture maintenance.

Ability to work outside in heat, cold, or light rain and can continuously walk, stand, bend, and stoop.

Work requires considerable knowledge of the occupational hazards and safety precautions surrounding the maintenance of grounds.

Employee must have professional-level knowledge and experience with greenhouse/nursery equipment and related tools.

Employee must have the ability to direct, train, supervise and evaluate subordinate personnel.

Employee must have the ability to maintain effective working relationships with supervisors, peers, subordinates and citizens.

Employee must have the ability to understand and follow oral and written instructions.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to be the operator of trucks, tractors, sprayers, blowers and other equipment.

The worker is subject to both inside and outside environmental conditions and noise.

The worker is subject to hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilations.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

Associate's or Bachelor's Degree in Horticulture or a related field. A minimum of four years previous public horticulture experience preferred or an equivalent combination of education and experience.

Special Requirements

North Carolina Class C Driver's License

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2024