



# FORD HOUSE

EDSEL & ELEANOR

## Landscape Manager

Full-time, exempt

\$45,000 to 50,000 per year

### Position Description

The Landscape Manager, under the supervision of the Director of Landscapes, is responsible for planning, supervising and leading the landscape team and contractors engaged in landscape preservation, restoration, construction, maintenance and management. The Landscape Manager will support the restoration and maintenance of the property as well as other departments leading educational opportunities, working with Visitor Services and coordinating with the Facilities & Maintenance team.

The Landscape Manager is responsible for overseeing the year-round daily operations of the landscape department, under the supervision of the Director of Landscapes. The Landscape Manager provides hands-on leadership with special projects, installation and maintenance of the landscape collections.

### Responsibilities

The landscape at Ford House is one of the last remaining intact landscapes designed by landscape architect Jens Jensen. The landscape is a key component of Ford House's National Historic Landmark status and is part of the historic collection. Understanding the landscape in its relationship to history is a key component of this position.

- Manage landscape staff (full-time, hourly and seasonal), contractors and volunteers to ensure the proper, efficient and timely completion of department responsibilities.
- Work in the field and sometimes in the office, providing hands-on completion of work as a mentor and an example for the rest of the team.
- Daily inspection of landscape to ensure overall presentation and condition of grounds and gardens meets standards and quality expectations of Ford House.
- Prioritize horticultural tasks and coordinate implementation of work assignments with the team.
- Assist in preparation of work schedules and job assignments.
- Lead snow and ice removal operations, creating on-call lists and being available to work some evenings and weekends.
- Be responsible for the health of the landscape.
- Examine potential unsafe working conditions and order corrective action.
- Identify staff training needs and assist with development of training programs, including plant care and maintenance, proper use of tools and equipment, safety, etc.
- Supervise contracted services and assist with identification of need for contracted services.
- As an exempt employee, share work with the Director of Landscape for events as well as being available for special situations.
- As a manager, attend meetings as necessary, including but not limited to managers' meetings, committee meetings and planning sessions.

- Be able and willing to interact with visitors, garden and school groups, as well as lead garden walks. As an industry professional, lead classes, webinars and other educational opportunities as they relate to the property and landscape.

## Skills & Requirements

- Successful completion of background and credit check.
- Degree in horticulture, floriculture, landscape preservation or related field.
- A minimum of five years of related work experience, including at least three years supervisory experience.
- Considerable knowledge of horticulture and grounds maintenance procedures.
- Understanding of proper pruning techniques, rose care, turf management, planting, perennial and annual care as well as native plants and ecosystems.
- Understanding of irrigation systems' operation and repair.
- Ability to lift 55 pounds on a regular basis; work outside for long periods of time in unfavorable conditions; perform strenuous manual labor requiring considerable walking, lifting, reaching, climbing, stooping, pushing, pulling and carrying; work weekends, evenings and holidays.
- Preferred to be recognized by ISA as a certified arborist.
- Preferred to be a certified pesticide applicator.
- Preferred to be trained to use a chainsaw.
- Ability to operate small power and hand tools, and large equipment including mowers, tractors, loaders, wood chippers, chainsaws, plows and other snow removal equipment, among others.
- Perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Familiarity and comfortable using Microsoft Office suite.
- Demonstrate natural leadership, ability to communicate effectively, both orally and in writing, to establish and maintain effective relationships with coworkers, visitors, vendors and others in the workplace.

## Work Schedule & Other Information

- This is a full-time position with benefits.
- Must be able to work evenings, weekends and some holidays.
- Uniform and PPE will be provided, but some outerwear is not provided.

Email application and resume to [jobsearch@fordhouse.org](mailto:jobsearch@fordhouse.org). Indicate in subject line "Landscape Manager." **Please, no phone calls.**

*Ford House is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, veteran or military status, genetic information, or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and/or certain state or local laws.*