Natural Areas Supervisor

Department: Horticulture
Supervisor: Director of Horticulture
Supervises: Gardeners, Conservation or Horticulture Intern(s), Volunteers
FLSA Salary Classification: Full-Time, Non-Exempt
Availability: Ability to work a flexible schedule, extended work hours, including evenings, weekends and holidays.

General Summary:
Supervise and participate in the essential functions associated with the maintenance of collections, and restoration of forested trails, meadows, and natural areas on the Garden grounds. Management of prescribed burns.

Essential Duties:
- Collaborate with Horticulture and Plant Conservation to direct restoration and development plans for land and water resource projects for the Garden’s natural areas to achieve maximum indigenous species diversity and reduce the presence and impact of invasive species including converting identified lawns to meadows or woodlands using sustainable practices.
- Supervise gardeners, seasonal staff, interns and volunteers. Duties may include scheduling, assignment of tasks, performance feedback, recognition, staff development and training in keeping with the Garden’s policies and procedures.
- Assesses, develops, implements and evaluates necessary cultural practices for tree care, irrigation, Storm Water Management and Integrated Pest Management.
- Train and manage volunteers and staff to perform horticulture and restoration related tasks.
- Assist with the documentation and mapping of changes to the plant communities on Garden property per Plant Records Workflow Manual. May use GIS mapping and GPS technology to assist with the tracking and record keeping of natural resource projects.
- Train, supervise, and enforce safety procedures, including the use of personal protective equipment (PPE).
- Control invasive plant species with chemical, mechanical, and cultural methods. Invasive species removal, both woody and herbaceous, which includes applying herbicides, cutting and removing woody species, digging, mowing, raking and removing debris, deadheading.
- Assist in propagation of plants for natural area projects and Garden needs including seed collection and cleaning, seed nursery maintenance, and seed dispersal at appropriate times of year.
- Prepare areas for planting and restoration including tree cutting and removal, path clearance, and other activities related to the development and management of the natural communities. Take on role of a prescribed burn manager by leading prescribed burns on the grounds during select times in spring and fall under the direction of the Director of Plant Conservation and Curation.
Monitor and repair irrigation

Other duties as assigned.

**Qualifications:** Bachelor’s degree in a relevant field required. 1+ years of practical experience in natural resources management and grounds maintenance required. Demonstrated knowledge of regional flora and fauna required. Strong interest in native plants and their proper culture and care. Must be able to obtain and maintain an Alabama Pesticide Applicator’s License within 90 days of hire. Aptitude and experience with safely operating large equipment, such as trucks, tractors, and riding mowers required. Skilled in using hand tools and operating small power equipment required. Strong verbal and written communication skills required. Must become certified and maintain certification in First Aid, CPR, and AED. Must be able to obtain and maintain certification as an Alabama Prescribed Burn Manager within 2 years of hire, under the guidance of the Director of Plant Conservation. Proficiency with Microsoft Office beneficial.

**Success Factors:** Efficient and effective in execution of tasks. Ability and willingness to adapt to a wide variety of duties and responsibilities in all weather conditions. Ability to organize work, create schedules, and problem solve. Decision making skills and the ability to prioritize. Ability to relate effectively and work with people of various backgrounds and ages.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Physical Demands:** Requires significant amount of physical activity: some lifting and carrying (up to 50 lbs.), bending, climbing, pushing, pulling, standing, walking, and traveling by equipment and vehicles. Sense of vision in the normal range with or without correction. Sense of touch and the ability to wear Personal Protective Equipment required.
- **Work Environment:** Work is performed primarily outdoors in all weather conditions. Exposure to loud or prolonged noise and/or vibration.
- **Equipment:** Lawn mowers (riding, push, stand on), tree maintenance equipment (chipper, chain saw), backpack blower, aerator, string trimmer, edger, brush cutter, general gardening tools and equipment, utility vehicle, skid steer, tractor, front-end loader, dump truck, bucket truck, pick-up truck, two-way radio, cell phone, general office equipment.
- **Schedule:** Must be able to work flexible hours due to weather conditions, including some evenings, weekends and holidays.

*Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At Huntsville Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 20% of your duties may change annually.*