

## **Help Wanted:**

### **Part time Groundskeeper – Montrose Botanic Gardens**

The Montrose Botanic Gardens, a non-profit organization, needs a part time, seasonal Groundskeeper to perform general maintenance, working on their own and at times with volunteers in the Gardens. This individual must have some knowledge of automated domestic water sprinkler and ditch irrigation systems. Anticipate maximum 15 hours per week, at \$22-\$27 per hour from May through October. Employment dates and times to be negotiated and includes Wednesday morning as a required worktime.

Send a letter of interest including resume/qualifications to [info@montrosegardens.org](mailto:info@montrosegardens.org) or mail to Montrose Botanical Society, P.O. Box 323, Montrose, CO 81402. **The deadline for submission is COB, Saturday, March 15, 2025.**

#### **Job Description:**

- Dedicate Wednesday mornings to meet with supervisor, and to assist/network with Montrose Botanic Garden volunteers (our “Weed Warriors”).
- Irrigation System – includes inspection, operation, and repair of minor ground sprinkler heads.
  - Check to make sure sprinklers are working correctly, communicate with supervisor if problems are noticed.
  - Operation includes adjustment of spray heads and changes to irrigation clocks with permission from supervisor.
  - Repair includes heads, lines, drip emitters, and control valves.
- Weed control by various means, in accordance with the Society’s weed management policy
- Disease, insect control and other damage – Weekly inspection of vegetation, grounds and structures to identify and report concerns to supervisor. Wednesday morning with Weed Warriors is an opportune time for this.
- Some pruning skills required. Primarily shrubs, deadheading / shaping perennials. Work with supervisor and horticulturist for direction.
- Hand watering newly planted plants, shrubs, trees until established and maintained by automatic irrigation. Watering strategies to be discussed with supervisor.
- Grounds and facilities care - basic grounds maintenance and development projects as directed by the supervisor. Maintain hand and power equipment and tool care as directed.
  - Monitor general facility including hardscapes, fences, gates, signage, structures and equipment and report inadequacies.
  - Tools are available at the Gardens; however, the caretaker may use their own hand tools if they prefer.
- Answer visitors’ questions when possible and direct them, as appropriate, to resource, e.g. brochures, kiosk, website. Preferable on weekend day for a few hours.
- Communicate weekly with supervisor to
  - address issues, concerns, and upcoming assignments and projects.
  - discuss needed supplies, any repairs, and any other Garden issues identified, such as plant stress.
  - modify duties as needed and agreed upon.
- Keep logbook of work schedule and items accomplished. Submit timecard on appropriate schedule to supervisor.
- Provide year-end report of accomplishments and recommendations for the next season.
- Able to work independently based on directions given by supervisor.

Trainings and certifications will be coordinated as requested by supervisor.