



## **Horticulture Technician**

### **JOB DESCRIPTION**

#### **Definition**

The **Horticulture Technician** assists with the protection and enhancement of the native plant communities and landscapes at the Environmental Nature Center, ENC Nature Preschool and Tucker Wildlife Sanctuary. Job responsibilities include implementation of improvements and maintenance activities. Candidate should be knowledgeable about native plants and threats to native habitats including plant pests, pathogens, and diseases. Candidate will assist with monitoring and managing our plant communities so that they provide healthy habitat for native wildlife and are aesthetically pleasing to our human visitors. This is a hands-on position. The Horticulture Technician spends the majority of the day outside in all weather conditions engaged in physical activity, dividing their time between all three locations. Must be willing and able to commute to both Newport Beach and Silverado, CA. This is a Part-Time or Full Time position. Pay rate: \$20/hour

**Supervision:** The **Horticulture Technician** works under the direct supervision of the Horticulture Manager.

#### **Essential Functions/Duties Include but Are Not Limited To:**

#### **Daily Operations**

1. If opening, walk the grounds and assure trails are safe. Complete opening procedures checklist.
2. Water plants in the propagation area, as well as unestablished new plantings (before the heat of the day).
3. If closing, walk the grounds and assure that visitors have left. Complete closing procedures checklist.
4. Responsible for assisting with facility maintenance at all campuses.
5. At Tucker, responsibilities may occasionally include assuring that bird feeders are clean and filled, and assuring that restrooms are clean and well stocked with soap, paper towels, toilet paper, etc.
6. Responsible for daily litter removal and disposal, and for emptying and maintaining all trash receptacles.
7. Keep streams and pond systems clear of debris, ensure pump and water flow system are functioning correctly, shutting down the system if necessary.
8. Responsible for notifying the Horticulture Manager of any safety hazards that are not easily corrected, and for closing any trail if necessary.
9. Carry ENC radio during shifts and remain responsive to calls.
10. At Tucker, carry a fire extinguisher when using machinery. Do not use machinery during equipment heat warnings or red flag conditions.
11. Check and follow daily to-do lists provided by supervisor or manager. Initial project completion on task lists once completed. Provide end-of-day summary or check-in with supervisor.

#### **Plant Communities**

1. Responsible for assisting with irrigation system maintenance and installation when necessary.
2. Assist with all horticulture improvements to the grounds including planting, watering, trimming.
3. Remove non-native invasive weeds (with and without the assistance of community volunteers).
4. Assure that tools are sanitized between uses to avoid contaminating plants with pathogens (i.e., Phytophthora, weed seed, Euwallacea sp., Fusarium euwallaceae, etc.)
5. Recordkeeping: Record all plant removals, additions, and replacements in facility specific databases.
6. Maintain compost systems as needed. Chip wood pile as necessary.
7. Maintain and clean plant sale areas to ensure plants are displayed neatly and invitingly.

## **Volunteer Supervision**

1. Train and supervise grounds volunteers to ensure they are well-prepared, safe, and supported in their tasks.
2. Occasionally oversee horticulture interns, offering guidance and mentorship.
3. Communicate clearly with volunteers, assign tasks appropriately, and safely model best horticulture practices.

## **General Responsibilities**

1. Assist the Facility Manager with basic building and infrastructure maintenance.
2. Arrange necessary purchases within approved budget limits.
3. Maintain positive communication with visitors and support public outreach as needed.
4. Ensure tools and equipment are properly secured at the end of each day. Never leave equipment unattended.
5. Help maintain cleanliness and safety across all sites, including: checking mouse traps, dusting buildings, lights, and patios, cleaning graffiti, and keeping garages and sheds organized.
6. Support Nature Center operations as needed, including occasional evening/weekend shifts and mandatory special events (e.g., Fall Faire).
7. Other duties as assigned.

## **Tucker Member Hours Responsibilities**

1. Provide daily care for animals and maintain the gift shop and Nature Center.
2. Open trails by 2 PM and lock all facilities by 5 PM.
3. Collect mail and empty office and bathroom trash as needed.

## **Qualifications & Requirements**

1. Commitment to the mission, vision and core values of the Environmental Nature Center.
2. Ability to work independently with minimal supervision and demonstrate flexibility.
3. Knowledge of California native plants highly desirable.
4. Knowledge of appropriate planting and watering methods required or willingness to learn.
5. Knowledge of native plant maintenance (trimming, dead-heading, etc.) highly desirable.
6. Knowledge of native plant production and transplanting techniques is desirable.
7. Ability to operate power tools, gardening equipment, etc.
8. Ability to memorize and recall facts, figures, and information.
9. Ability to move up to fifty pounds and set up equipment.
10. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
11. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
12. Ability to work outside in a variety of weather conditions and temperatures.
13. Regular, reliable, and punctual attendance is essential because of limited resources, costs, productivity and quality continuity.
14. Ability to work irregular hours, including occasional weekends and nights.
15. Ability to interact successfully with supervisors, co-workers, teachers, parents and students.
16. Fingerprinting for a background check will be required.
17. Computer experience preferred or willingness to learn.
18. Must possess a valid driver's license. Must have reliable vehicle for transportation to work.

## **Skill to:**

1. Communicate effectively in the English language, in both oral and written forms.
2. Understand and carry out oral and written instructions in an independent manner.
3. Understand and apply pertinent personnel policies, laws, rules, and regulations.
4. Demonstrate an understanding, patient, and receptive attitude toward visitors of varied age groups, including adults in small as well as large group activities.

## **Education, Training, and Experience:**

1. Botanical, horticulture, nature center, and/or native landscaping experience is preferred.
2. Current CPR and First Aid Certificates are required within two months of employment.
3. Bilingual speaker highly desirable: Spanish, Tagalog, Vietnamese, Mandarin, Cantonese, Korean