



DUBUQUE ARBORETUM AND BOTANICAL GARDENS

Grounds Supervisor

Company:

Dubuque Arboretum and Botanical Gardens (DABG)

3800 Arboretum Drive

Dubuque, Iowa 52001

Employment Type:

Part-Time

1,455 hrs./yearly

\$25.00 per/hr.

Benefits – Retirement Program

Job Definition

The Grounds Supervisor, reporting to the Executive Director, will lead personnel and oversee volunteers in ground maintenance activities at the Dubuque Arboretum and Botanical Gardens (DABG). Responsibilities include directing the planting, pruning, and cultivation of trees, shrubs, flowers, and turf, ensuring the grounds are maintained to high standards.

Qualifications and Essential Duties

Qualifications:

- A blend of practical experience in ground maintenance, landscaping, and horticulture. A degree in Horticulture or a related field (2- or 4-year) is preferred, or equivalent experience is acceptable.
- Comprehensive knowledge of landscaping, tree care, ornamental plants, and turf management.

Essential Duties:

- Delegate tasks effectively and cultivate a strong, cooperative volunteer workforce.
- Lead, mentor, and train volunteers and interns.



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- Foster positive relationships with co-workers, volunteers, vendors, local nurseries, other gardens, and the public.
- Ensure volunteers have necessary equipment and supplies, including purchasing and contracting materials.
- Adhere to state and local regulations for the safe use, storage, and disposal of pesticides, fertilizers, insecticides, and herbicides. An active pesticide application license or the ability to obtain one is required.
- The ability to operate a variety of power tools, and equipment, and perform strenuous activities including standing, climbing, lifting, and crawling.
- Coordinate community clean-up events in collaboration with the Office/Volunteer Coordinator.
- Work closely with the Office/Volunteer Coordinator to express the need for additional volunteers on the grounds.
- Work with the Office/Volunteer Coordinator to identify and onboard new volunteers, ensuring they are familiar with the grounds and their roles.
- Collaborate with volunteer group leaders to enhance coordination and effectiveness.
- Partner with the Executive Director to develop and manage an annual budget and wish list for grounds maintenance and improvements.
- Provide project details and quotes to the Executive Director to assist with grant writing efforts.
- Work closely with the Executive Director on implementing key elements of the Master Plan.
- Order necessary supplies such as woodchips, soil, and fuel.
- Ensure proper tagging of educational display pieces and maintenance of memorial/honorarium items.
- Oversee water features, ensuring they function correctly; coordinate repairs as needed.
- Communicate with the maintenance and mowing team volunteer leads regarding required tasks and support.
- Review the website to ensure the Arboretum and Gardens are represented accordingly.
- Monitor garbage bins, grounds receptacles, and tree bins to ensure they are being picked up as needed.
- Collaborate with volunteers and the Executive Director to determine a plan for current and future gardens.



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- Research and recommend new plantings to diversify collections.
- Assist with traveling displays on the grounds.
- Ensure to prioritize key parts of the grounds based on the rental, wedding, and event schedule.
- Attend required meetings and additional training as necessary.
- Conduct regular safety inspections of the grounds and address any risks.
- Establish and maintain standards by supervising the work of contractors and volunteers and implementing corrective measures when necessary.
- Train volunteers in the safe and proper use of tools and equipment.
- Make sure workspaces/buildings/bunkers stay clean and organized.
- Ensure that policies and procedures related to grounds and collections are current and adhered to by staff and volunteers.
- Annuals: Growing annuals by plug/seed, watering, fertilizing, controlling pests, transplanting, and future care throughout the season.
- Oversee greenhouse conditions, maintaining appropriate temperature, humidity, and sanitation.
- Keep accurate records of plant data, designs, and garden plans.
- Understand plant record-keeping systems and keep them accurate.
- Utilize GPS mapping for plantings, memorials, utilities, and irrigation, maintaining precise records.
- Assist in keeping a disaster readiness plan up to date for DABG and implement it when necessary.
- Serve as the backup for the caretaker when necessary.
- Provide the Events/Marketing Coordinator with highlights of the volunteers, guests, or gardens for marketing and social media.

Supervision

The Grounds Supervisor reports directly to the Executive Director of the DABG.

Community Outreach and Education

- Provides advice and education to visitors and members of the community in all aspects of planting, plant ID, and maintenance.
- Maintains competency and professional currency through self-directed education, develop professional contacts, and attend ongoing training as needed.



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- Assist the DABGs in any educational opportunities to maintain their mission.

Required Conditions of Employment

- Maintain a valid Iowa Driver's license.
- Availability to work some weekends and holidays.
- Ability to respond to ground emergencies.
- Proficient in Microsoft Office Suite (Outlook, Teams, Excel, Word).
- Experience with GPS mapping and plant databases is a plus.

Hours - Monthly:

January - 60
February - 70
March - 120
April - 160
May - 160
June - 160
July - 160
August - 160
September - 160
October - 140
November - 60
December - 45

These hours are flexible and can be worked any day during the week.

***Dubuque Arboretum & Botanical Gardens reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains "at-will".

Dubuque Arboretum & Botanical Gardens is a Drug-Free workplace and an Equal Opportunity Employer. We base all aspects of employment including the decision to hire, promote, discipline, or discharge, on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.***