

Job Description: Fine Garden Lead
Job Type: Full Time or Part Time
Seasonal April - November
Pay Range: \$20.25 - \$23.50/ hr



Posting Contact: careers@poplarpointstudio.com

Poplar Point Studio is the premier horticulture and fine gardening service company in the Finger Lakes Region. We are focused on making great gardening accessible – offering services from garden maintenance, plant design & selection, garden installations, annual and container plantings, and holiday décor.

The Fine Garden Lead is a critical position at PPS, working very closely with the Field Managers to ensure all aspects of the clients' gardens are kept to our high PPS standards. The role requires technical skills as a horticulturist with a desire to be out in the field on a daily basis, while also having the natural ability to nurture and lead the gardeners that will be part of your maintenance team. The ability to effectively communicate with high end residential clients in a confident and professional manner is paramount to your success as the Fine Garden Lead and PPS as a whole.

It is a must to be punctual, reliable and prepared as Fine Garden Leads are responsible to provide the routine supervision of full-time, part-time and seasonal gardening staff. Upon arrival at a property Garden Leads will conduct site checks to prioritize the daily garden tasks during each visit and delegate to team members while working alongside them. A final critical site check at the completion day is important to ensure PPS provides exceptional service to our clients. Since the overall garden maintenance is the Garden Leads responsibility, it is imperative that they have technical horticulture knowledge and skills that include: plant and weed identification, proper deadheading, pruning, mulching and planting practices etc.

The Find Garden Lead needs to be comfortable with time management and effective communication of team members, Field Managers and clients. It will be important that the Garden Lead feels confident in their horticulture knowledge and skills in order to continually mentor and train their team members while out in the field. The Garden Lead has to be competent with the use of smartphones and computers in order to keep a detailed record of client notes, preferences, photos and daily tasks.

The ideal candidate for the Fine Garden Lead position possess the following skills and attributes:

- Strong technical horticulture skills with a passion for working with plants
 - Plant and weed identification, proper deadheading, pruning, mulching and planting practices, transplanting and dividing perennials, edging etc.
- Experience using hand tools and small power equipment
 - Pruners, loppers, soil knife, backpack blower, chainsaw etc.
- Prepared and willing to work in all weather conditions
- Experience working with high end residential clients
- Passion for developing meaningful and long term client relationships
- Excited by the opportunity to be responsible for the overall aesthetics of client properties
- Demonstrates strong organizational and communication skills with the ability to comprehend general and complex oral and written instructions
- Ability to prioritize and manage time effectively
- Comfortable working in a team environment
- Willingness to mentor, train and lead team members at various knowledge and skill sets
- Strong attention to detail and enjoyment in repetitive tasks
- Possess a strong work ethic and gets satisfaction from working hard and achieving results
- Works well in a team environment that celebrates people's differences and abilities
- Ability to establish and maintain effective working relationships with coworkers
- Is a steward of the earth and environment

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- Enjoys having fun in life and at work
- Has a positive attitude and ability to adapt to different needs depending on daily demands
- Desire to grow with the company

Job Duties Include:

- Garden maintenance on client properties: weeding, deadheading, perennial care, edging, basic pruning (up to 12'), mulching, planting, leaf cleanup, transplanting, dividing perennials, hydrangea pruning, rose care etc.
- Identify common garden issues and pests: photograph and document issues in digital client folder
- Frequent inspection and care of gardens, landscapes and outdoor spaces
- Ability to help with small landscape enhancement projects such as: bed preparation, plant installations, shrub and small tree planting etc.
- Support, lead and mentor other team members with varying horticulture experience, knowledge and skills.
- Delegation of daily garden tasks based on team members capabilities
- Clear, concise reporting on garden needs and communicate to appropriate field manager
- Record daily tasks and time tracking for self and team members
- Build strong and genuine rapport with clients
- Collaboration with other team members and PPS divisions as necessary
- Assists with plant and job material deliveries
- Attend safety, training and personal development meetings
- Understanding of safety hazards related to the job and equipment
- Ability to drive light duty truck and trailer competently

Minimum Qualifications:

- High school diploma or GED equivalent and 5 years of field experience, OR Bachelor's Degree in Horticulture related field
- Must be at least 21 years old
- Valid NYS Driver's License with clean driving record
- Physical strength, flexibility, and maneuverability to perform the duties of the position

Physical Demands:

- Must possess the physical strength to perform moderate to heavy lifting/carrying from 25-75 lbs for up to 100 feet; push and pull from 30-125lbs, up to 100 feet on a daily basis
- Physically capable to safely perform bending, twisting, stretching, rotating, kneeling, pushing, pulling and lifting while in awkward positions consistently any given day
- Will be exposed to heat, cold and wet weather conditions
- May be required to work overtime during times of heavy workload

Special Requirements:

- Required to wear closed-toe work shoes and appropriate fitting and PPS approved clothing
- Gloves, safety glasses, uniforms and hand tools are all provided by PPS

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Growth Plan: Lead Gardener

\$20.25

\$21.25

\$22.25

\$23.50

Apprentice

Journeyman

Master

Technical Skills	<input type="checkbox"/>	Strong knowledge: annuals, bulbs, perennials, shrubs & trees	<input type="checkbox"/>	Identifies & properly cares for plants	<input type="checkbox"/>	Mastery of all plant identification
	<input type="checkbox"/>	Strong knowledge & experience with plant care practices	<input type="checkbox"/>	Intermediate specialty pruning techniques & experience	<input type="checkbox"/>	Advanced specialty pruning skills
	<input type="checkbox"/>	Proficient invasive plant ID	<input type="checkbox"/>	Advanced invasive plant ID	<input type="checkbox"/>	Mastery of technical gardening skills
	<input type="checkbox"/>	Proficient understanding of soil & site conditions	<input type="checkbox"/>	Advanced knowledge of soils, amendments & site conditions	<input type="checkbox"/>	Intermediate garden design concepts
	<input type="checkbox"/>	Beginning knowledge of plant pairings	<input type="checkbox"/>	Garden design basics & techniques	<input type="checkbox"/>	Pro-active plan & suggestion for plant treatments
	<input type="checkbox"/>	Proficient IPM scouting, pest ID & reporting	<input type="checkbox"/>	Monitor & treat insect or pest issues per management plan		
	<input type="checkbox"/>	Confident with hand & power tools				
	<input type="checkbox"/>	Ability to complete onsite property checks				
Customer Service	<input type="checkbox"/>	Basic customer service skills	<input type="checkbox"/>	Proficient customer service skills	<input type="checkbox"/>	Strong customer service skills displayed consistently
	<input type="checkbox"/>	Address day to day questions & concerns of customers	<input type="checkbox"/>	Address customer complaints & resolve issues	<input type="checkbox"/>	Pro-active management of complaints or issues
	<input type="checkbox"/>	Updates client documentation & preferences	<input type="checkbox"/>	Advanced client documentation & reporting	<input type="checkbox"/>	Creates comprehensive client reports in Google Drive
	<input type="checkbox"/>	Communicate customer concerns to field manager	<input type="checkbox"/>	Address customer concerns with field manager	<input type="checkbox"/>	Analyzes client properties to make recommendations
					<input type="checkbox"/>	Strong relationships with all property owners & staff
Soft Skills	<input type="checkbox"/>	Basic management of priorities & tasks for fine gardening team	<input type="checkbox"/>	Proficient time & task management of fine gardening team	<input type="checkbox"/>	Exhibits excellent time management skills
	<input type="checkbox"/>	Supportive mentoring of team members	<input type="checkbox"/>	Encourages team to make suggestions, share ideas & actively listens	<input type="checkbox"/>	Strong mentorship role for all fine gardeners on their team
	<input type="checkbox"/>	Communicates feedback with manager about team members	<input type="checkbox"/>	Facilitates direct training of team members on technical skills	<input type="checkbox"/>	Assist with pro-active planning for maintenance & enhancements
	<input type="checkbox"/>	Enforce standard processes & standards of work	<input type="checkbox"/>	Address basic employee issues	<input type="checkbox"/>	Identify enhancement & upsell opportunities
	<input type="checkbox"/>	Accurate, detailed & timely daily reporting	<input type="checkbox"/>	Basic problem-solving on job-sites		
	<input type="checkbox"/>	Makes suggestions & shares ideas with the Field Manager				
PPS Culture	<input type="checkbox"/>	Attend safety meetings & team trainings	<input type="checkbox"/>	Customers first mentality		
	<input type="checkbox"/>	Keep work sites clean & organized	<input type="checkbox"/>	Pays attention to details		
	<input type="checkbox"/>	Displays PPS Hustle	<input type="checkbox"/>	Polite & friendly to customers		
	<input type="checkbox"/>	Displays teamwork & collaboration				
	<input type="checkbox"/>	Safety, Property & Equipment Care				
	<input type="checkbox"/>	Care for personal appearance				
	<input type="checkbox"/>	Consistent attendance & punctuality				
	<input type="checkbox"/>	Works in all weather conditions				
<input type="checkbox"/>	Understanding & flexible with last minute changes					

*These specialties are desired skills but not required at this time.

Pesticide & IPM Certification, Garden Design Certification, NALP Certified Maintenance Technician, Container Design Specialist, Ornamental Pruning Specialist,