



The Ruth Mott Foundation is accepting applications for a full time **Landscape Operations Field Manager** at Applewood Estate in Flint, Michigan. The Ruth Mott Foundation is a non-profit philanthropic organization offering grants and programs that serve the Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate to demonstrate and support its mission. The estate consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs and is open to the public Thursday through Sunday May through October.

Job Posting: Landscape Operations Field Manager (Full time)

Starting Salary Range: \$67,080 to \$80,500

Job Purpose: Responsible for operational and supervisory aspects of Applewood landscape operations. Promotes environmentally friendly best practices and strives to reduce risks.

Essential Duties and Responsibilities:

1. Oversees and coordinates estate maintenance, landscape design, and landscape construction, installation, and restoration.
2. Directs and instructs staff and volunteers on proper horticultural practices including safe and correct operation of all maintenance equipment used to perform required tasks.
3. Prepares and gathers bids for plant refinements budget including inventory, approval and purchase of all supplies and equipment needed for landscape operations.
4. Manages and evaluates horticulture specialists and assistants.
5. Oversees contractors for installation or restoration of landscapes.
6. Assists in management of working records such as MDAR, OSHA, plant purchases, pesticide and fertilizer applications, landscape designs, plant records, and estate landscape maintenance operations.
7. Along with other horticulture staff performs operational tasks such as snow removal, painting, cleaning, organizing, some equipment maintenance, etc.
8. Oversees the maintenance of the meadows and plantings associated with Gilkey Creek.
9. Oversees and/or performs year-round horticulture duties required to improve and maintain the landscape of the estate including:
 - Annuals/perennials, lawns, and shrub plantings
 - Seasonal ornamental bed design and implementation
 - Shrub borders
 - Winter rejuvenation pruning
 - Turf areas
 - Fruit and vegetable crops
 - Hardscape
 - Pools
 - Fountains
 - Theme garden areas

- Irrigation
10. Participates in the development and implementation of the Foundation's Strategic Plan, Racial Equity, Diversity and Inclusion, and other foundation initiatives, as requested.
 11. Collaborates with programs and events staff by:
 - Assisting with creative development, support, and evaluation of Applewood's programs.
 - Sharing expertise through creation and presentation of public workshops in horticulture and other related topics of interest.
 - Participating in event set-up and tear-down.
 - Providing horticulture technical assistance to grant staff, grantees, volunteers, organizations, and groups.
 - Leading guided grounds tours of Applewood and supporting other education functions.
 12. Shares expertise through presentations, workshops and guided Applewood tours highlighting horticulture and estate history.
 13. Engages in continuing education to stay informed of the latest horticultural, community engagement and computer-aided drafting software advances.
 14. Prepares reports for the Director of Estate Operations.

Qualifications:

- Associate degree in horticulture, environmental or plant sciences, operations/project management, or related field. (Bachelor's degree preferred)
- Minimum five years of experience required including experience supervising landscape crew, or similar.
- Demonstrated ability to lead, manage and motivate others.
- Strong knowledge of environmentally friendly landscape best practices.
- Proficiency with Microsoft Office Suite.
- Michigan Commercial Certification Pesticide Applicator's License with turfgrass and ornamental plant categories or must obtain one within one month of employment.
- Strong written and verbal communication skills required.
- Experience or willingness to learn and operate equipment including power tools, hand tools, rototillers, front-end loader, tractors, skid steers, excavators, lawnmowers (push, riding, and zero-turn), etc.
- Experience using computer-aided drafting software.

Essential Physical and Work Environment Demands:

Ability to travel up and down stairs and ladders; bend, stoop, and lift to move materials; to pull/push, lift and carry up to 55 pounds on a regular basis; and to reach both above and below shoulder height. The nature of the work requires the ability to work in both indoor and outdoor environments in varying temperatures and weather conditions.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to Resumes@ruthmott.org by **July 22, 2022**.