



**Annmarie Sculpture Garden & Arts Center**  
13470 Dowell Road, Solomons, MD, 20688 [jobs@annmariegarden.org](mailto:jobs@annmariegarden.org)

**Title: GROUNDS MANAGER - Full-time salaried position**      **Deadline to apply: June 25, 2021**

**To apply, please email or mail:** cover letter, resume, 3 professional references & Annmarie application  
*All application materials should be emailed as PDF files --OR-- mailed to above address*

**Link to Annmarie application:** <https://www.annmariegarden.org/annmarie2/node/48>

**Compensation & Schedule:**    **Salary negotiable, commensurate with experience; please provide salary requirement**  
40 hr work week; overtime pay for over 50 hr;  
health/dental/vision insurance, vacation & sick leave  
retirement plan; eligible after 1 year of service;  
schedule includes some weekend and evening hours according to special event schedule;  
*\*potential of onsite housing after completion of 6 month probationary period*

**Introduction:** Annmarie Garden seeks a hard-working, conscientious, and team-oriented Grounds Manager (GM) with extensive experience and knowledge of plants and landscaping and maintenance, materials, equipment, tools, procedures and practices. Expertise in native plants is a must. The GM will help plan and implement the continued enhancement of the garden, including the beautification of the grounds, organizing and streamlining of grounds and maintenance procedures, and broad support of event prep and production. This is a physically and intellectually demanding position; candidate must be able to prioritize and juggle the numerous demands of a busy site. The ideal candidate will be passionate and dedicated to our work as stewards of the natural world.

**SUMMARY** - The primary responsibility of the GM is to oversee and perform landscaping and maintenance duties for the thirty acre sculpture garden and adjacent twenty acre parking field. The GM directly supervises the full-time Assistant Grounds Manager and two part-time Grounds Workers, as well as garden volunteers and community service workers. GM work includes maintaining lawns, flower beds, azalea collection, native and butterfly garden, vegetable garden, Tonger fountain, children's garden, fairy lolly, wooded areas, trails, potted plants, walking paths, and parking areas. GM also maintains all garden-owned vehicles, tractors, mowers, tools and equipment. GM must carefully follow guidelines for working in and around sculpture, and will assist with installation of new works. The GM also provides support to the program staff in the set-up, management, and clean-up of special events and program activities, including various carpentry projects associated with our many creative activities. The GM is on call for afterhours security calls and maintenance emergencies, and to this end, there is the potential for onsite housing after the completion of a six-month probationary period. This is a physically demanding position that requires an organized and knowledgeable person with excellent horticultural, management, and maintenance skills. The GM reports to the Director of Annmarie Garden.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

Oversees and performs the landscaping and maintenance tasks for site, including mowing, planting, watering, pruning, mulching, plowing, and weeding. Cares for the various beds and gardens, cleans and maintains the Tonger fountain, cares for the azalea collection. Develops and implements a plan to control weeds and invasive species. Trims trees, and when feasible, removes unwanted trees. Secures and cares for all nursery stock. Develops and presents plan for spring mulching, new beds, and provides information for the preparation of the annual grounds budget.

Maintains the garden infrastructure, including paved areas, walking paths, parking field, play structures, sidewalks, perimeter fence, and gravel drives.

Performs routine cleaning of sculpture according to guidelines; performs checks of all sculpture for signs of damage; keeps beds around sculpture free of weeds and branches. GM may be asked to help prepare for the installation of new sculpture.

Organizes and assigns work to grounds staff; monitors work to ensure tasks are completed in a safe, timely, and high-quality manner. Uses volunteers and community service workers as they are available, and for tasks that are deemed safe. Monitors all work and provides training and feedback to grounds staff and volunteers as needed.

Ensures property is safe and free of obvious hazards; ensures property is clean, attractive, and well maintained. Helps monitor safety and security of sculpture, buildings, play areas, and visitors in park. Removes snow from sidewalks and parking lots, and spreads salt on sidewalks and parking lots during icy conditions.

Cleans and services (and may perform minor repair) all equipment used in grounds maintenance, such as mowers, tractors, wood chippers, backpack blowers, weed whackers, snow plow, salt spreader, and a variety of hand/power tools. Ensures that preventative maintenance procedures are carried out on a scheduled basis and completes maintenance records for all equipment; operates all vehicles and equipment, such as a truck, tractor, gator, golf cart, mower, etc.

Recommends service and/or replacement of equipment whenever necessary and evaluates new equipment for its durability and values; Obtains cost estimates for new equipment, supplies, parts and equipment repair; orders supplies and maintains inventory of supplies, equipment, and parts; Maintains records of completed maintenance and repair work;

Provides support for a variety of tasks associated with garden events, classes, programs and activities, including but not limited to, set up, management, and event clean up; switches out and maintains all Annmarie road signs; GM and staff are responsible for set up, and safe and orderly management of parking for all major events.

The GM plays an important role in the production of Annmarie's many events, including Fairy House Festival, Markets, Artsfest, Halloween, and Garden In Light. GM will undertake minor carpentry and other special projects for events. The GM will oversee many aspects of the month-long light show, Garden In Lights, including set up of displays, construction of light show elements, establishment of crowd control and safety measures, parking field set up, as well as working the event.

The GM performs minor building maintenance tasks, and when needed coordinates maintenance work with Calvert County General Services. The GM works independently, and with supervision, and as a member of a team. Attends weekly staff meetings. Serves on the Facilities & Properties Committee. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS and ABILITIES**

Considerable knowledge of methods and materials of landscaping, with an emphasis on the care of native plants. Considerable knowledge of the proper use of chemicals, fertilizers, and pesticides; Considerable knowledge of cultivation, weed control, seeding, and planting of trees, flowers, etc.

Considerable knowledge of use and care of motorized equipment and hand/power tools used in grounds maintenance. Considerable knowledge of the occupational hazards and safety precautions applicable to groundskeeping and maintenance work

Ability to lead, instruct, and train others in the work, including the operation and proper use of equipment. Ability to follow oral instructions and read written instructions. Ability to effectively interact with staff, board members, volunteers, county staff and officials, the public, and contract services providers; Ability to help develop, train, and sustain a grounds and garden volunteer program.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Maryland Driver's License; safe driving record; and proof of insurability. Must obtain pesticide applicator certifications within first year.

### **PHYSICAL DEMANDS**

Requires daily strenuous physical effort to perform manual work involving walking over rough terrain, uneven terrain, repeated bending, climbing, stooping, stretching, reaching and lifting objects up to 100 pounds. Work requires using hand and power tools and operating various pieces of equipment, including extensive use of ladders during event set up. Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Subject to exposure to pesticides, other toxins, insect bites, stings, and disease pathogens. Job requires the ability to work outside in all weather conditions, with excessive heat, cold, rain, dust, and dirt.

### **WORK ENVIRONMENT**

Work may expose employee to potential chemical hazards; potential biological hazards; and potential physical hazards. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed.

**Minimum qualifications & experience:** High school diploma or GED equivalent. Prefer a college degree, or professional training in relevant field or equivalent life experience and on-the-job training. Minimum of five years experience in relevant field, including management experience.

### **Special requirements:**

Operation of Garden owned equipment and vehicles. Subject to background investigation. Required to work special events, including some weekend and evening activities. On call for afterhours security system calls and maintenance emergencies.

*Annmarie is an Equal Opportunity Employer*

*updated May 2021*