



CHEYENNE MOUNTAIN ZOO

Job Description

Position Title: Horticulture Curator

Department: Campus Planning

Reports to: Landscape Architect/Horticulture Manager

Supervises: Horticulture Staff

FLSA Status: Exempt

Salary: \$43,700-55,000

POSITION SUMMARY:

This position is responsible for providing leadership and hands-on supervision/support for the Horticulture Department. Support the Landscape Architect/Campus Planner (LA/CP) in the work the department does to maintain and develop the Zoo; overseeing the day-to-day activities of the department in coordination with the LA/CP, and acting as a conduit between staff-on-the-ground and the LA/CP as well as the overall department. Promotes professional working relationships with both internal and external customers. This position is supervisory in nature. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in Horticulture or related field is preferred. Will accept directly related work experience in lieu of education.
- Five years of progressive management experience of five or more employees
- Minimum of 5 years of direct work experience with landscape construction and maintenance is required.
- Experience operating large landscaping maintenance equipment.
- Direct work experience with installation and maintenance of irrigation systems.
- Direct work experience with snow removal processes and snow removal equipment.
- Direct work experience with rigging for crane or extendable fork lift desired
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must be able to provide proof that you can legally work in the United States.
- Must have (or are able to get) a valid Colorado Driver's License and must be insurable as a driver in the state of Colorado.
- customers.
- Must have computer proficiency in Microsoft Word, Excel internet and email.

RESPONSIBILITIES AND DUTIES:

OPERATIONAL RESPONSIBILITIES:



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- Instill the culture of “Every Guest. Every time. Goosebumps.”
- Ensure that the pathways and landscape/hardscape areas are ready to open on time and are at our best every day.
- Conduct a morning sweep of the Zoo to ensure we are ready for our guests.
- Be proactive in hearing the needs of our staff.
- Be out in the park supporting the team and working side by side with the team.

SPECIFIC AREAS OF RESPONSIBILITY:

Horticulture Department

Supervise the daily tasks and workload of the department. Key areas of responsibility include:

- Landscape Maintenance and Installation – Maintain and oversee the maintenance of the built landscape of the Zoo, both in public areas as well as animal exhibits, including maintenance of plants, irrigation, hotwire, and select guest barrier fencing. Install in-house landscape projects:
 - Work in a safe manner and supervising the safe completion of daily tasks by Horticulture staff.
 - Discuss and coordinate projects with the LA/CP; verifying acceptability of project expenses, and identifying and ordering supplies and equipment as agreed, so that work can proceed smoothly.
 - Be in full coordination on projects with the LA/CP; discussing means, methods, costs and schedules associated with work for approval by the LA/CP. This will be discussed in a regularly scheduled weekly 1:1 meeting.
 - Guide work and maintain a daily log of department activities for coordination with staff on days off and for communication with the LA/CP.
- Staff supervision – Supervise staff on a daily basis:
 - Adjust horticulture staff schedule as needed to achieve seven day a week coverage as well as efficiency for ongoing projects and workload.
 - Review timesheets for accuracy and approve payroll, vacation requests, etc. on electronic payroll system.
 - Train / Manager training of Zoo staff on the safe use of Bobcat and chainsaws as well as other horticulture tools and equipment.
 - Mentor department staff.
 - Work with, and supervise department staff working on events including the annual plant sale and Electric Safari.
 - Coordinate Staff work with Volunteer work.



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- Vehicles, Equipment and Tools-
 - Maintain the professional appearance of vehicles by assuring that vehicles are neat, clean, and organized on grounds, and cleaned out at the end of each day. (During Electric Safari prep and Irrigation repair, one vehicle may be left stocked until such time that work is completed).
 - Notify the LA/CP if any repairs are needed for department vehicles; performing small repairs in-department if possible and placing a work order for any vehicle repair to be done by the Maintenance department.
 - Oversee the organization and maintenance of tools and power equipment in Hort Shop.
 - Notify the LA/CP if any tools need replacement.
 - Secure and lock up tools you have been using at the end of each day.
- Irrigation-
 - Maintain order in irrigation store room.
 - Maintain an inventory of current common parts needed for installation and repair so that frequent trips to supplier are not needed.
 - Perform seasonal start-up, repair, and blow-out for irrigation systems.
 - Cross-train other horticulture staff on irrigation repair and operation.
- Horticultural Chemicals and Fertilizers-
 - Verify that chemicals are up to date.
 - Order needed products after discussing funding with the LA/CP.
 - Put together and maintain necessary MSDS binders for horticultural and grounds chemicals.
- Hardscape Maintenance-
 - Schedule blowing of pathways on a daily basis to keep Zoo pathways clean. Coordinate horticulture operations with grounds and maintenance departments sweeping.
 - Assist with on-grounds removal of snow in accordance with provisions of the Zoo Policy and Procedure.
- Animal exhibit work-
 - In addition to landscape installation and maintenance of animal areas as detailed above, provide the Zoo with the needed materials and installation of perching, dead props, and deadfall.
- Greenhouse-
 - Oversee the care and maintenance of the greenhouse structure itself as well as the plants in the greenhouse.
 - Notify the LA/CP when maintenance is needed on the structure, as well as the cost of the repairs.
 - Notify the LA/CP when insect and disease problems arise.
- Grow pod-



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- Oversee the care and maintenance of the grow pod structure(s) itself as well as the plants in the grow pod.
- Manage overall production of grow pod and train staff in proper operation of the grow pod as well as plant production in the grow pod.
- Other responsibilities
 - Review upcoming work and develop a purchase list so that trips to suppliers can be kept to a minimum, increasing efficiency of work day.
 - Suggest improvements for the department.
 - Carry 2 way radio and respond to needed requests via the radio in a courteous and helpful manner.
 - Other responsibilities and duties, as needed to keep department running smoothly, or as assigned.

DEPARTMENTAL EXPECTATIONS:

- Provide support to the LA/CP in daily operations, as well as long term vision and planning for the department.
- Maintain a high level of customer service and satisfaction
- Is expected to work as an active member of the Hort staff on a daily basis.
- Manages the work order process. Schedules work activities effectively to optimize efficiency and productivity. Ensures that staff are effectively completing work orders, daily inspections, and are coordinating assignments as necessary.
- Communicates with all departments in the creation and implementation of work orders. Acts as the main point of communication between the Hort/Grounds staff and all Zoo departments from start to finish.
- Oversees Hort/Grounds projects on a regular basis. May work with Projects Managers to ensure timely completion of in-house projects.
- Reports to the LA/CP regarding progress and completion of work orders, projects, etc.
- Must be able to quickly shift from one assignment to another.
- Tracks expenditures in the Hort budgets by processing invoices, coding, gathering, reviewing and approving purchase orders. Is not independently responsible for overall Hort/Grounds budget.
- Develop annual and five year proactive horticulture schedule. Works with LA/CP to develop Hort Budget.
- Control and supervision of the care, use, repair and replacement of all tools, vehicles, maintenance supplies and in house construction materials.



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- Maintains safety programs at the Zoo by being both proactive and reactive to safety issues.
- Suggest improvements for the department. Able to recognize unsafe safety equipment in accordance with state and local authority and reports it appropriately.
- Recommend, schedule and track preventative maintenance of the horticulture and grounds.
- Uses a variety of tools both hand and power and to operate motor vehicles safely.
- Return phone calls, respond to email, process invoices, etc. in a timely and professional manner.
- Must be flexible to handle a variety of activities and adjust to changing priorities to ensure deadlines and commitments are met.
- Must be able to work under exigent circumstances to finish task in emergencies and in the process maintain self-control common sense and good judgment.
- Expected to maintain integrity and honesty in the performance of duties.
- Direct work with installation and maintenance of hotwire/electric fence.
- Maintains a clean, hazard free work area and shop.

ORGANIZATIONAL EXPECTATIONS:

- Ensure discretion with confidential information.
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment.
- Adheres to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures and OSHA safety guidelines.
- Consistently contributes to problem-solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality.
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position.
- Attends meetings and participates in committees as required.
- Completes trainings as required.
- Adheres to Company Dress Code Policy. Always "Zoo Crisp!"
- Demonstrates appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

SUPERVISORY EXPECTATIONS:

- Provide positive leadership and be prepared to fill in at any role when necessary.
- Must maintain calm and professional demeanor.
- Exercises job-related judgment and knowledge



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- Organizes and prioritizes while working with strict deadlines.
- Responsible for the the overall supervision of Horticulture Staff, including orientation, counseling, training, scheduling, disciplinary actions (with HR assistance).
- Provides guidance and regular coaching to employees.
- Assigns tasks fairly and appropriate to job responsibilities
- Required to maintain detailed supervisory notes documenting counseling and coaching interactions.
- Must address disciplinary issues in a timely manner applying Company policy.
- Ensures that performance evaluations are conducted thoroughly and in a timely manner
- Communicates goals and expectations clearly and effectively with direct reports.

INDEPENDENT ACTION

Must be a self-starter, take initiative, possess a high level of multi-tasking ability under high degree of pressure and be able to work with limited supervision.

EXTERNAL AND INTERNAL RELATIONSHIPS

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service. Must work effectively with external vendors.

ACCURACY AND EFFECTIVE TIME MANAGEMENT

The need for timeliness for other required activities creates pressure. The ability to prioritize tasks and use time effectively is essential.

BENEFITS AND COMPENSATION

This Position is a fully benefited position including group medical, dental, vision life, and disability insurance; paid holiday, vacation & sick time; retirement plan, a zoo membership; and eligibility for the bonus program. Compensation for this position will be based on education, qualifications, and experience as outlined herein.

RESPONSIBILITY FOR CONFIDENTIAL INFORMATION

This position handles highly sensitive information. Total confidentiality and discretion are mandatory regarding business information and other sensitive



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information.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to handle or feel objects, tools, or controls; talk, see, hear and smell. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; The employee is occasionally required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective equipment is required; requires standing, walking on a steep terrain (Zoo), sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 50 pounds using appropriate body mechanics, possibly for extended periods of time.
- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing within normal range, with or without reasonable accommodation. Must be able to communicate effectively in verbal and written form with all levels of personnel within and outside of the organization.
- Environmental Conditions – Working in a closed office environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office environment. Subject to exposure to animals which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors.
- Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.



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Acknowledgement

I have read and understand the above job description; and I can perform the essential functions of this position and ensure that the Organization's Quality Systems, Policies, Goals and Objectives are met and maintained.

Print name

Signature

Date