

## Cheyenne Mountain Zoo Job Opportunity



Position: **Curator of Horticulture**

Wage: \$55,000-\$72,000 (candidates without Landscape Architecture Degree/License)  
\$72,000 to \$90,000 (candidates with Landscape Architecture degree and/or License)

### **Principal Functions:**

Support the Zoo in our mission “to be a leader in conservation, captive breeding and animal care; to connect people with wildlife and wild places through experiences that inspire action.”

Help the Zoo achieve our vision of “Every kid. Every time. Goosebumps! Every kid, of any age, will have an experience of a lifetime with every visit.”

Would you enjoy a combination of leading a horticulture team, and hands on horticulture work as part of a team focused on connecting people with wildlife and wild places?

We are looking for just that person to help us take care and improve the landscape of our beautiful mountainside zoo! We are looking for a team oriented horticulture leader to oversee all aspects of the Horticulture Department including leadership, planning, maintenance, records, permits, budget, growth of our hydroponic farming program, and to assist with new exhibit design and construction by performing the following core functions:

- Maintain and improve the unique aesthetic look of the landscapes and hardscapes of Cheyenne Mountain Zoo’s mountain setting.
- Provide leadership and support for a team of 4 full time and 3 to 4 part time/seasonal horticulturists.
- Assist in the planning and design of major new construction, as well as, new or renovated landscapes, gardens, and exhibits.
- Provide oversight of horticulture installations during the design and construction phases of major projects.
- Provide leadership and oversight of the hydroponic Shipping Container Farm program that grows produce on grounds for animals in our care.

### **Key attributes that will lead to success:**

- Significant horticulture and/or landscape design experience
- Strong ability to communicate designs and vision with stakeholders
- Enjoys leading a team and has a track record of success leading teams in the field
- The right combination of education and experience
- A broad knowledge of horticulture/botanical terminology, practices, methods, tools, materials and equipment used in grounds and parks maintenance as well as strong plant identification skills and plant knowledge for the front range of Colorado.
- Finds fulfillment in the variety of balancing leadership, planning, design and office work along with “boots on the ground” work side by side with the team in the field.

## **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, certifications, licenses, qualifications, and experience as outlined herein.

### **How to apply:**

- All interested parties submit cover letter and resume through indeed.com by February 4, 2022
- When applying on indeed, be sure to answer all screening questions.
- Cover letter should include how you exemplify the “key attributes that will lead to success” outlined above, and you feel you can play a role in the Zoo’s mission and vision in the role you are applying for if given the opportunity to work at Cheyenne Mountain Zoo.

Permanent Full Time benefited position: Shift will be 8-5 Monday through Friday. May be required to work a non-traditional work-week occasionally to support projects, special events, etc.

## **Cheyenne Mountain Zoo - JOB DESCRIPTION**

**Position Title:** Zoo Landscape Architect and Horticulture Manager  
**Department:** Campus Planning  
**Reports to:** VP of Operations and Campus Planning  
**Supervises:** Horticulture Curator and Horticulture Staff  
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\$72,000 to \$90,000 (candidates with Landscape Architecture degree and/or License)  
**FLSA Status:** Non-Exempt

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#### **QUALIFICATIONS AND REQUIREMENTS:**

- Strong base of plant knowledge and of our local environment and microclimates.
- Professional skills including the ability to stay organized and (re)prioritize daily tasks while accurately communicating timeline expectations and working with strict deadlines; reading and interpreting site plans, construction drawings and scopes of work; efficiency in computer applications such as Word, Excel, PDF viewer, Internet, and E-Mail; proficiency in hand drawing and /or in CADD; efficiency in Bluebeam and BIM software is a plus
- Excellent written and verbal communication skills, the ability to interact clearly and effectively with both internal and external customers, the ability to clearly communicate project scope, constraints and schedule to both Zoo staff and contractors
- Exceptional interpersonal skills including establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public; ability to remain calm under pressure, and take ownership and pride in responsibilities
- Exceptional critical thinking and creative problem-solving skills; ability to research, draw conclusions, and summarize data for discussion and review; understand the implications of new information for both current and future problem-solving and decision-making; use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; identify problems and review related information to develop and evaluate options and implement solutions, and have a high attention to detail while multi-tasking
- Ability to thrive in a high energy and fast-paced work environment.
- Able to work both alone or with minimal supervision and as part of a team
- Available to work flexible schedule at times, including weekends and holidays
- Must be able to provide proof that you can legally work in the United States
- Must have a valid Driver’s License and be insurable as a driver in the state of Colorado

#### **RESPONSIBILITIES AND DUTIES**

##### **ORGANIZATIONAL EXPECTATIONS:**

- Maintain courteous, helpful and professional behavior on the job. Support the success of the entire team by promoting a collaborative work environment.
- Adhere to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures, USDA guidelines and OSHA safety guidelines.
- Consistently contribute to problem-solving and cooperate with identified resolutions.
- Maintain discretion with confidential information.
- Demonstrate regular attendance and punctuality.
- Bring issues and process improvement ideas to the attention of the Supervisor.
- Maintain verbal and written skills required for the position.
- Attend meetings and participates in committees as required.

- Complete trainings as required.
- Adhere to Company Dress Code Policy. Always “Zoo Crisp!”
- Demonstrate appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

**DEPARTMENTAL EXPECTATIONS:**

- Maintains courteous, helpful and professional behavior on the job. Displays a willingness and ability to be responsive in a warm and caring manner to all customer groups. Consistently cooperates and supports organization in problem-solving issues.
- Consistently contributes to problem-solving and cooperates with identified solutions
- Brings all project schedule, budget or safety issues to the immediate attention of the supervisor
- Maintaining a positive, productive relationship with all other Zoo staff
- Contribute to a positive work environment
- Expected to maintain integrity and honesty in the performance of duties
- Must be able to quickly shift from one assignment to another and handle multiple projects efficiently
- Must be able to work under exigent circumstances to finish task in emergencies and in the process maintain self-control, common sense, and good judgement

**POSITION SPECIFIC EXPECTATIONS:**

- Strong knowledge of local plants and of our environment and microclimates
- Regularly meet with Zoo President/CEO and other creative team members to brainstorm, develop and implement projects
- Communicate with vendors and contractors
- Report project status and performance data as required
- Ensure all PO’s and Change Orders received are received/reviewed in a timely manner
- Coordinate meetings and site visits
- Track and report project updates on a regular basis
- Communicate with Zoo staff the project scope and associated disruptions, including special requirements for safety, impact to animal’s regular routine and to guests’ experience
- Assist in preparing scope and cost estimates for proposed capital projects
- Assist in preparing contractual agreements for construction and renovation
- Assist in preparing RFPs, specification, bid documents and construction documents for bid and negotiation
- Prepare reports, records, and meeting minutes as required
- Organize and maintain project records, files, and documents
- Direct oversight of horticulture team, daily tasks, seasonal tasks, etc.
- Hiring, onboarding, and training of horticulture FT and Seasonal team members.
- Other duties as required

**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 annual bonus program.

**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.

**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 manipulate, handle or feel objects, tools, or controls; talk, see, hear and smell. The employee is 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 full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; requires standing, walking, 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 70 pounds using appropriate body mechanics.
- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to 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 and an outdoor 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 or Zoo environment. Subject to exposure to animals or Guests 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. May be exposed to wet/humid/sunny conditions.
- Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.