

The Elizabethan Gardens  
***GARDENER***  
Job description

**Hourly Position**

- I. Responsible for the installation (and/or removal) of all plants using:
  - A. Proper planting procedures
  - B. Proper removal and disposal procedures
  
- II. Responsible for the maintenance of all plant material. This responsibility includes:
  - A. Watering
  - B. Fertilizing
  - C. Dead-heading
  - D. Pruning
  - E. Weeding
  - F. Pest and fungal control
  
- III. Responsible for maintaining the lawns within The Gardens. This includes:
  - A. Seeding (or sodding)
  - B. Mowing
  - C. Watering
  - D. Fertilizing
  - E. Pest and fungal control
  - F. Thatching
  - G. Aerating
  
- IV. Responsible for the irrigation system. This includes:
  - A. Running the irrigation
  - B. Monitoring pumps and water output
  - C. Making improvements
  - C. Maintenance and repairs
  
- V. Responsible for the daily cleanup and pre-opening routine of:
  - A. Sweeping or blowing of walkways and terraces
  - B. Raking the grounds as needed
  - C. Removal of debris and/or trash from grounds

- D. Removal of trash from Gatehouse, Restrooms and Odom Hall
  - E. Removal of recycles from Gatehouse and Odom Hall
  - F. Unlocking and cleaning of public restrooms
- VI. Responsible for care, maintenance, and proper storage of all equipment, tools and supplies including:
- A. Vehicles
  - B. Tractors and/or mowers
  - C. Power equipment (such as blowers and chain saws)
  - D. Hand tools such as pruners, shovels, rakes
  - E. Fertilizers, pesticides, cleaning agents, household supplies
- VII. Responsible for housekeeping of maintenance building including:
- A. Sweeping, washing or vacuuming floors
  - B. Cleaning bathrooms
  - C. Cleaning breakroom, including all appliances
  - D. Changing of light bulbs, fuses, filters, etc as needed
- VIII. Responsible for the safe storage and use of pesticides as required by law (each full time gardener is encouraged to earn and maintain a N.C. pesticide applicators license). Pesticides should be inventoried monthly.
- IX. Responsible for care and cleaning of all fountains, pools and statuary as directed by Garden Manager
- X. Responsible for maintenance of all paths and walkways including:
- A. Application of straw
  - B. Weeding
  - C. Edging
  - D. Cleaning
  - E. Repairs
- XI. Responsible for making and installing plant signage.
- XII. Responsible for assisting with special events as needed
- XIII. Responsible for assisting other departments as needed

**Please no phone calls.**

Email resume to [gardensmanager@elizabethangardens.org](mailto:gardensmanager@elizabethangardens.org)