

Fair Lane (Henry Ford Estate)

JOB DESCRIPTION

POSITION TITLE: Landscape Assistant (full-time)	
DEPARTMENT: Landscapes	GRADE/CLASSIFICATION:
REPORTS TO: Director of Landscapes	STATUS: Non-Exempt
DATE: 1/18/18	

PURPOSE OF POSITION:

The Landscape Assistant works to preserve, restore and maintain the 17-acre historic Fair Lane gardens and landscape in Dearborn, MI to ensure that the goals and objectives as set by the Director of Landscapes and Henry Ford Estate executive team are met. The Landscape Assistant reports to the Director of Landscapes and works with other year-round and seasonal staff and volunteer gardeners.

RESPONSIBILITIES and ACCOUNTABILITIES:

- Participates in landscape department responsibilities, including: preparing plant beds, weeding and planting; pruning shrubs and lower branches of trees; mowing, edging, and fall leaf clean-up; and removing snow and ice from walkways.
- Assists with rose pruning and care (training will be provided).
- Assists with prioritizing horticultural tasks and coordinates implementation of work assignments with other team members.
- Assists with greenhouse plant propagation and care.
- Monitors and helps direct seasonal landscape staff and volunteers to ensure the proper, efficient and timely completion of department responsibilities.
- Assists Director of Landscapes with special landscape and restoration planning projects.
- Demonstrates interest in furthering professional education as related to historic preservation, horticulture and/or landscape design.
- Assists with public educational programs related to the gardens and natural features.

KNOWLEDGE, SKILLS AND ABILITIES:

- A minimum of two years of landscape maintenance related work experience.
- Degree or certification in horticulture, landscape architecture, or similar a plus.
- Ability to effectively use Microsoft Office programs.
- Ability to identify common trees, plants and shrubs on the estate.
- Demonstrated knowledge of horticulture and grounds maintenance procedures.
- Ability to lift 50 pounds occasionally and 35 pounds on a regular basis; work outside in unfavorable conditions; perform manual labor requiring considerable walking, lifting, reaching, climbing, stooping, pushing, pulling and carrying.
- Ability to operate power and hand tools, including mowers, weed whips, blowers, etc.
- Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

HOW TO APPLY

Submit cover letter, application, and resume to jobsearch@fordhouse.org. See www.henryfordfairlane.org "Careers" for link to application.