

Help Wanted: Part time Caretaker – Montrose Botanic Gardens

The Montrose Botanic Gardens, a non-profit organization, needs a part time, seasonal caretaker to perform general maintenance, working on their own and at times with volunteers in the Gardens. This individual must have some knowledge of automated domestic water sprinkler and ditch irrigation systems. Anticipate minimum 10-15 hours per week, at \$22 per hour from April 15 through October. Employment dates and times to be negotiated and includes Wednesday morning as a required worktime.

Send a letter of interest including resume/qualifications to info@montrosegardens.org or mail to Montrose Botanical Society, P.O. Box 323, Montrose, CO 81402. **The deadline for submission is 5:00 pm on March 27.**

Job Description:

- Dedicate Tuesday morning to meet with supervisor, Wednesday morning to assist Weed Warrior volunteers and Thursday am for trash can retrieval.
- Irrigation System – become familiar with turning on and off irrigation system, able to re-attach drip head and shut down a drip head.
- Weed, disease and insect control by various means, in accordance with the Society's management policy. Share with supervisor if observation of insect issues.
- Some pruning skills are required. Primarily shrubs, deadheading/shaping perennials. Supervisor and horticulturist will instruct and give detailed directions.
- Hand watering newly planted plants, shrubs, trees until established and maintained by automatic irrigation. Watering strategies to be discussed with supervisor.
- Perform ground security walk weekly and report to supervisor (walk around garden perimeter, picking up trash, inspecting the fence and determining if sidewalk along Pavilion Drive needs to be cleared of debris.)
- Grounds and facilities care - basic grounds maintenance and development projects as directed by the supervisor. Maintain hand and power equipment and tool care as directed.
- Monitor general facility including hardscapes, fences, gates, signage, structures and equipment and report inadequacies.
- Tools are available at the Gardens; however, the caretaker may use their own hand tools if they prefer. Garden Safety guidelines will be followed.
- Communicate weekly with supervisor to address issues, concerns, and upcoming assignments and projects. Discuss needed supplies, any repairs and other Garden issues.
- Keep logbook of work schedule and items accomplished. Submit timecard on appropriate schedule to supervisor.
- Year end report on accomplishments and recommendations for the next season
- Training and certifications will be coordinated as requested by supervisor.