



## Job Vacancy Announcement

### Groundskeeper/Horticulture Technician

#### Description

The City of the Village of Indian Hill, Ohio has an immediate need for a Part-time Groundskeeper/Horticulture Technician. This position offers an exciting opportunity to help beautify and maintain the landscape and garden areas of the 9.75-acre Stanley M. Rowe Arboretum while working closely with the Rowe Arboretum Manager.

The successful candidate will assist with landscape and garden maintenance, facility care, plant research and installation, and volunteer and visitor engagement. The role supports the Arboretum's mission to preserve, enhance, and promote its plant collections and grounds.

This is seasonal, part-time position with a flexible schedule designed to meet the dynamic needs of the Arboretum. The ideal candidate will be available to work multiple weekdays, up to 24 hours per week.

#### Essential Duties and Responsibilities

- Maintain trees and shrubs (young and mature) using accepted horticultural practices, including pruning, mulching, fertilizing, planting, weeding, and debris removal.
- Use assorted pruning tools and saws; sort and transport brush to appropriate locations.
- Perform maintenance, improvements, and repairs to Arboretum grounds, including deer fencing, gravel pathways, and drainage systems.
- Assist with care and maintenance of the Arboretum Center, including cleaning floors, walls, windows, fixtures, and performing minor repairs.
- Assists in researching and selecting new plant material, install plant identification tags, inventory planting beds, and document plant data in the Arboretum database.
- Records and updates plant history records and specimen labeling.
- Assist with membership mailings and label preparation.
- Assists in preparing articles written for the Village bulletin and increasing publicity opportunities for the Arboretum.
- Maintain eastside Arboretum grounds, including invasive honeysuckle removal and replanting with new collection specimens.
- Propagate plant material for replacements, exchanges, and plant sales.
- Assists in managing volunteers, visitors and tour groups.

#### Knowledge, Skills and Abilities

- High degree of integrity, maturity, initiative, and self-motivation.
- Ability to follow direction and work both independently and as part of a team.
- Strong organizational skills and attention to detail.
- Ability to manage and work effectively with volunteers.
- Excellent verbal and written communication skills for interaction with volunteers and visitors.
- Working knowledge of Microsoft Outlook, Publisher, Word and Excel.

- Plant identification skills helpful.

#### **Required Education and Experience**

High school diploma or equivalent required. Candidates must have experience in building and grounds maintenance and/or landscaping. Experience in formal garden care, plant propagation, and the operation and maintenance of mechanical equipment is required. Experience related to arboretum care, the green industry, or completion of horticulture-related coursework is preferred. A degree in horticulture or a related field is a plus.

#### **Licenses or Certifications**

- Must be able to obtain an Ohio Department of Agriculture (ODA) Commercial Pesticide Applicator License upon employment.
- Valid driver's license required.

#### **Tools and Equipment Used**

Computer including word processing, spreadsheet, database and various software programs, copy machine, fax machine, printer, telephone and other small office equipment; light to heavy equipment such as tractor/loader, gator, all-terrain vehicle, loader, pickup truck, snow plow; chain saws, pole saw and other hand powered and non-powered hand tools; mowing and fertilizing equipment, 3-4-gallon hand sprayers, 100-gallon trailer sprayer, aerator, vertical mulching/earth drill, blowers, string and hedge trimmers, and other similar mechanical equipment and tools.

#### **Job Benefits**

Hourly rate of \$14.62 to \$24.00, depending on qualifications and experience.

#### **Application Process**

Qualified applicants may submit an application for employment. Applications will be accepted until the position is filled.

All documents should be submitted at the same time and may be submitted electronically through the City's website (<https://indianhill.gov/employment/>), mailed or delivered to the attention of:

Jessica Chaney  
Director of Administrative Services  
Village of Indian Hill  
6525 Drake Road  
Cincinnati, OH 45243  
(513) 561-6500  
[jchaney@indianhill.gov](mailto:jchaney@indianhill.gov)

All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a drug screening and physical examination.