



Job Description

Title: Gardener
Date: February 2025
Division: Preservation
Department: Historic Sites
Office: Oatlands
Supervisor: Buildings and Grounds Supervisor
Grade: 03 **OT Status:** Non-exempt **Supervisory?:** No

The Site:

Situated on the ancestral and unceded lands of the Manahoac and Piscataway, Oatlands is located in Leesburg, Virginia. Constructed in 1810 as a plantation and site of enslavement, Oatlands initially encompassed 3,408 acres and produced wheat in addition to running grist and saw mills. Over 154 years of private ownership, the property was reduced in size and its mansion repurposed as a boarding house, a summer home and girls school.

Today, Oatlands consists of natural spaces, cultivated acreage, gardens and 28 buildings, spanning the 19th and 20th centuries. Oatlands is centered in its Natural Lands—its larger landscape open for the benefit of all, encouraging awareness of our shared world. It is grounded in History—valuing and lifting the voices of all who have shaped and been shaped by this historic site. And it is dedicated to Scholarship, for it is only in the active pursuit of knowledge that we can sustainably forward the significance and relevance of this important historic site.

Job Summary:

The Gardener will maintain the integrity and overall appearance of gardens and grounds at Oatlands, in accordance with preservation standards appropriate for a National Historic Landmark and National Trust Historic Site. This is a position for a person who desires a career in caring for historic gardens and landscapes and has some experience and/or training. The Gardener will work with the Landscape Supervisor to develop a seasonal maintenance plan for the Historic Gardens and Historic Tree Collection. They will identify non-routine landscape maintenance or repairs and assist in determining appropriate procedures with regard to historic preservation guidelines and standards. The Gardener will ensure that the Historic Gardens, Tree Collection and larger Grounds are maintained and presented to the highest professional landscape and horticultural standards, balancing the needs of historic preservation, education, interpretation and visitor safety.

This is a benefits eligible, part-time position with a pay rate of \$21 an hour. Our expectation is that the gardener will work 20-25 hours per week.

Apply here: https://nthp.hrmdirect.com/employment/job-opening.php?req=3320220&req_loc=602216&&#job

Duties:

- Provide routine and seasonal maintenance of the 4.5 acre historic terraced garden under the direction of the Landscape Supervisor. Tasks include, but are not limited to: the pruning and care of historic trees, holistic/sustainable pest management, perennial care and general garden support such as mulching and weeding.
- Operate and maintain the site and maintenance equipment and tools in a manner that is safe and appropriate for employees as well as visitors to the site. Ensure all tools, equipment and machinery are well looked after, properly used, services recorded, maintained, and replacements planned.

- Assure security of the site and safety for visitors and staff, through daily building and grounds checks; and provide routine maintenance and repair of interior and exterior of all site structures and their mechanical systems, in a cost-effective manner.
- Handle garden-related custodial duties, including cleaning the porches and caring for garden restrooms, as well as seasonal tasks such as cleaning gutters and down spouts.
- Maintain the gravel pathways and brick walks to ensure visitor safety.
- Assist in preparation for and response to extreme weather conditions.
- Attend and participate in staff meetings and continuing education sessions.
- Interact with public in polite and helpful manner as necessary.
- Assist with school tours, special events, meetings, and special property use, including set-up, trash removal, visitor safety, security, clean-up, and other duties as assigned.

Qualifications:

- Pursuing a degree in Horticulture, or a minimum of 1 year experience in a public gardens/landscape maintenance capacity. Work experience at public gardens, park or historic site is desirable.
- Experience using and maintaining landscape tools and equipment, with knowledge of related safety procedures and guidelines.
- Good organizational skills a must with an ability to prioritize tasks and at the same time be flexible and able to adapt to meet site needs.
- Basic problem solving skills, including issue identification and prioritization. Ability to understand instructions and deadlines in English and execute tasks as assigned, with ability to learn and handle routine tasks without close supervision.
- Ability to work with a diverse group of staff, volunteers, and committee members ensuring cooperation as a site team member.
- Minimum physical requirements include but are not limited to: ability to lift and carry up to 50 lbs on a frequent basis and occasionally more; ability to push or pull up to 50 lbs on a frequent basis and occasionally more; ability to climb stairs, bend, squat, kneel, twist/turn, climb, and reach above the shoulder.
- Ability to work outdoors in varying weather conditions.
- Some evening, weekend and holiday work required.
- Understanding, or a willingness to learn, holistic, environment-centered landscape care is mandatory.
- Knowledge of and interest in, and ability to identify plant species in historic landscape a plus.
- Regular and reliable attendance required.

Apply here: https://nthp.hrmdirect.com/employment/job-opening.php?req=3320220&req_loc=602216&&#job