



Title: Operations Assistant

Position Summary:

This full-time position is responsible for various projects related to the maintenance and upkeep of the Tulsa Botanic Garden, including the physical infrastructures and the 170 acres of developed and undeveloped gardens.

Essential Job Responsibilities:

- Maintain existing turf areas, outdoor spaces around buildings, nature trails, fence lines, etc.
- General maintenance of the Garden infrastructure including buildings, small equipment, fences, etc.
- Assist Horticulture team with installing new plantings, weeding and other garden upkeep
- Perform tasks such as mowing, string-trimming and brush hogging
- Apply both selective and non-selective herbicides
- Maintain and repair gravel pathways in public and non-public garden areas
- Work with the horticulture staff to plan, install, and take down our annual holiday light display, including wrapping trees with lights, constructing special features, lifting/operating ladders, etc.
- Assist with special events and programs as needed, including seasonal nights and weekends
- Perform other assigned tasks related to the position

Minimum Job Qualifications and Competencies:

- Appropriate degree, certifications and/or applicable experience
- Microsoft and Windows familiarity
- General horticulture and landscape management knowledge
- Small power equipment operation and maintenance experience
- Handiwork trade tools and equipment experience
- Valid Driver's License
- Valid Oklahoma Pesticide Applicators License or ability to obtain within six (6) months
- Team focused attitude
- Friendly, positive and helpful personality
- Willingness to take initiative and use creativity

Working Conditions and Environmental Exposures:

The position is primarily an active, outdoor position that will include repetitive bending, stooping and squatting with occasional climbing, kneeling or crawling. General duties of the position will require manual dexterity such as grabbing, twisting and digging as well as the ability to handle small seeds and manipulate and operate hand tools. While performing the duties of this job, the employee will have exposure to outside weather conditions and uneven, unpaved terrain. The noise level in the work environment is usually moderate but could be very loud depending on the task (appropriate PPE should be properly worn during the tasks). The employee will be asked to lift and move 50+ pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.