



## **LANDSCAPE MAINTENANCE ASSISTANT**

The Hills & Dales Estate Landscape Maintenance Assistant will work with the Grounds & Maintenance Supervisor on all aspects of grounds maintenance in areas outside the 'formal garden' and assist as needed with routine estate maintenance. The full-time hourly position will have a wide range of responsibilities which focus on presenting the 'landscape at large' in a professional and aesthetic manner to be pleasing to our visitors. This position will also provide support for special events held at the estate.

### **LANDSCAPE MAINTENANCE (90%)**

- Work to ensure that all landscape areas within the 35-acre estate, outside of the formal garden areas, are well-maintained and presented in a professional manner.
- Mow, edge, and weed-eat all landscape areas. Keep all paved areas and drives swept or blown clean.
- Ensure that the Visitor Center area and the mulched walk to the house and garden is in good condition and free of weeds, sticks, and debris.
- Make sure all planting beds and tree rings are kept weed-free and edged. Apply mulch as required to maintain an attractive setting and irrigate or hand water as needed.
- Pay particular attention that areas visible from the tram route and roadways, including Vernon Road and the Boxwood Walk, are well-maintained and look attractive.
- Prune trees and shrubs within area as directed to ensure a professional look.
- Apply herbicides and pesticides to control weeds and pests.
- Assist with maintenance of ornamental ponds. Keep ponds free of debris and control any invasive plants.
- Pressure wash fountains, concrete walkways, and patios to keep clean.
- Assist coworkers on team projects, special clean up days, seasonal planting efforts, and formal garden workdays.

### **SPECIAL EVENTS (10%)**

- Assist with set-up and take down of Christmas and seasonal decorations.
- Prepare site for special events and venue rentals to include setting up chairs, staging, moving pots, setting out barricades and signs, etc.
- Periodically help with special event parking and event logistics.

### **WORK HOURS & SUPERVISION**

This position will regularly work a Monday to Friday schedule with rotating weekend duty that will be shared with other staff. When weekend work is required, the employee will be provided with time off during the week. The Landscape Maintenance Assistant will report to the Grounds & Maintenance Supervisor.

## **REQUIREMENTS**

This position requires a flexible, energetic, highly dependable person willing to work in all aspects of landscape maintenance. The ability to use power equipment needed for landscape maintenance is necessary. The ability to work effectively in a team atmosphere, handle multiple priorities, and pay attention to detail is essential. Candidates should have a high school diploma or GED. Prefer candidates with prior landscape experience or an associates degree in horticulture. A valid drivers license is required.

## **KNOWLEDGE & SKILLS**

Must have experience operating zero turn radius mowers, utility vehicles, push mowers, blowers, weed eaters, tillers, chainsaws, backpack sprayers, and other landscape equipment. Experience operating a tractor is preferred.

## **PHYSICAL DEMANDS**

Work in inclement weather including hot, cold, and rainy conditions. Regular lifting, pulling, and pushing up to 50 lbs. Tasks associated with landscape work include standing, climbing steps, and walking for extended periods of time. Also regularly reaching, lifting, stooping, kneeling, and working from a ladder.

## **COMPENSATION**

This is a full-time 40-hour (hourly) position. Benefits include health insurance, sick time, vacation time, and SIMPLE retirement plan match. Pay will be commensurate with experience.

## **ABOUT US**

Hills & Dales Estate is the historic house and garden of Fuller E. Callaway and Ida Cason Callaway located in LaGrange, Georgia. The 1916 home designed by Hentz and Reid sits within the historic Ferrell Gardens which date to 1841. The 35-acre historic site includes extensive gardens and is open to the public for tours, enjoyment, and educational programs. To learn more visit [www.hillsanddales.org](http://www.hillsanddales.org).

## **TO APPLY**

Please complete an application at the Visitor Center located at 1916 Hills and Dales Drive or send your resume and a list of three references to [cwood@hillsanddales.org](mailto:cwood@hillsanddales.org). Applications will be reviewed as they are received. Hills & Dales Estate, a historic property of Fuller E. Callaway Foundation, is an Equal Opportunity Employer.