



## **Horticulture Manager**

### **DIVISION: Facilities & Infrastructure**

**Basic Function:** Reporting to the Director of Facilities & Infrastructure, this position is responsible for the management of all aspects of horticulture, arboreculture, grounds maintenance, materials collection, custodial and landscaping including the development and maintenance of plant displays complimentary to the animal collection. Skilled administrative, supervisory, and technical knowledge is also required. This position will assist and provide support in implementing the Strategic Plan.

### **Responsibilities**

Effectively manages and directs the horticulture, materials collection and custodial function developing objectives for this area while ensuring efficient utilization of the human and financial resources to achieve established performance targets.

Monitors and records time and attendance of supervisory staff.

Interviews, selects, trains, supervises, directs, schedules, disciplines and evaluates assigned staff.

Ensures the timely and efficient preparation of all required reports and statements and the proper maintenance of all required records.

Ensures timely completion of work orders.

Ensures and maintains AODA compliance for site accessibility.

Prepares and administers annual budget for the Branch/Units.

Monitors and keeps accurate records of all repairs and projects performed by the units.

Oversees the greenhouse operations and the propagation of plants from seeds and cuttings.

Oversees the preparation and maintenance of grassed areas, naturalized areas and flower beds

Co-ordinates and oversees project work and designs, liaising with contract landscape architects.

Oversees the purchase of all plants, trees, and shrubs, equipment and supplies required by the Horticulture Branch.

Responsible for ensuring acceptable standards of appearance and cleanliness are maintained throughout the Zoo, and that all grounds equipment is properly maintained.

Oversees the co-ordination of snow removal, garbage and litter pick up, composting and recycling programs, in all outdoor areas.

Oversees the cleaning function for all indoor facilities and assistance with events.

Participates as a member of committees directly affecting branch operations and schedules.

Prepares and submits written reports, proposals and recommendations as required.

Responsible for ensuring compliance with WHMIS, the Occupational Health and Safety Act and the Toronto Zoo Safety Policies; ensuring all employees work in a safe manner, with the appropriate protective equipment, and that all accidents and hazards within areas of responsibility are promptly investigated and corrective action taken.

Assists guests on-site as required and ensures excellent customer service is provided by Zoo staff.

Responsible for representation of the Branch both on and off site including co-ordination and implementation of group tours, educational seminars, community outreach and conservation initiatives.

Other special projects and duties as required by the Director.

### **Qualifications**

Must be a graduate of a recognized school of horticulture, arboreculture, landscape architecture and/or general gardening or an equivalent combination of training and experience.

Must have a minimum ten (10) years of experience in a related field, five (5) years of which has been at the supervisory or management level.

Previous experience supervising in a unionized environment preferred.

Possess herbicide, insecticide, and fungicide spraying licences valid in the Province of Ontario.

Thorough knowledge of gardening equipment including the operation of heavy equipment.

Fully knowledgeable of current techniques in horticulture, arboreculture and landscaping.

Must possess effective interpersonal and oral and written communications skills.

Must possess an unrestricted Class G driver's licence along with a good driving record.

Previous experience in preparation and control of a major budget.

Proven ability to effectively lead and instruct staff.

Demonstrated ability to organize assignments and follow up to completion.

Must be knowledgeable in the use of computerized programs and systems, including MS Word, Excel and E-mail.

Must possess working knowledge of WHMIS legislation and the Occupational Health & Safety Act.

Must be willing and able to work weekends and holidays.

**CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.**

If interested in this position, please submit your resume and cover letter no later than Wednesday, October 28<sup>th</sup>, 2020 to\*:

Email: [hr@torontozoo.ca](mailto:hr@torontozoo.ca)

\* Please state "Application for Horticulture Manager" in the subject line of your application.

**While we appreciate the interest of all applicants, only those selected for an interview will be contacted.**

*The Toronto Zoo provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.*

*The Toronto Zoo respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. Applications are especially encouraged from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ persons, and women.*