

Zone Gardening Supervisor

Riverside Park Conservancy (“RPC”) is looking for a full-time Supervisor for our Zone Gardener Program. The Supervisor is part of a team of people working collaboratively, leading by example, and expediting work with other RPC operational staff. This hands-on role requires daily work outdoors in all weather conditions.

This role will work with a team of gardeners, groundskeepers, field technicians, NYC Parks Department staff, and volunteers and will report directly to the VP of Operations. The Supervisor’s responsibilities include all aspects of monitoring, caring for, and reporting on designated park zones, volunteer sites, and volunteer events.

Major Tasks and Responsibilities

Horticulture and Operations duties include but are not limited to:

- Lead a staff of 3-6 full-time gardeners acting as point person and working alongside the team to execute daily tasks and project-based work.
- Maintain and advance horticultural and restoration areas according to Riverside Park Conservancy and Parks Department standards and priorities.
 - Horticultural and restoration work in the assigned zone includes care of woodland gardens, formal gardens, trails, and a pollinator meadow.
- Manage day-to-day horticultural work in designated zone, including but not limited to planting, plant selection, transplanting, weeding, watering, pruning, invasive removal, lawn restoration, leaf cleanup, mulching, and seasonal garden maintenance. Adhere to and sustain approved planting plans.
- Manage snow removal (shoveling) in designated zone during the winter.
- Maintain hardscapes such as fencing, signage, and drainage infrastructure.
- Management and maintenance of equipment & tool inventory.
- Assist with maintaining and managing indoor tool storage facility, meeting space, and adjacent parking area.
- Assist with day to day training of staff in section, demonstrating best practices and providing insight into why certain tasks are done.
- Work closely with the Grassroots Volunteer Program to organize and carry out work plans, support individual volunteers, lead groups of volunteers, and assign gardeners to projects to ensure successful project outcomes.

Supervisory duties include but are not limited to:

- Lead and manage a team of 3-6 zone gardeners, including planning projects, scheduling and assigning work orders and tasks, managing timecards, and monitoring successful completion of work.
- Foster a positive team environment by building morale, providing feedback, and participating in staff evaluations.
- Address performance concerns, mediate conflicts, and initiate or assist with disciplinary processes when necessary.
- Ensure compliance with Riverside Park Conservancy and Parks Department policies and procedures.

- Communicate consistently, liaising between all Riverside Park operations teams and other departments. Build strong relationships between Conservancy, NYC Parks, and community stakeholders.
- Ensure staff have the necessary tools and materials by maintaining inventory and coordinating purchases.
- Instruct staff in proper equipment operation and safety procedures.

Administrative duties include but are not limited to

- Communicate daily with staff and management, participate in meetings, and provide updates on operational activities.
- Anticipate and address operational needs, ensuring compliance with time off and leave policies.
- Process staff timecards and schedules, approving and maintaining accurate records.
- Track maintenance and repairs using the Conservancy's online asset management system.

Required Qualifications

- 2+ years of supervisory experience and proven leadership in a similar field (park maintenance, landscaping, golf course, etc.)
- Sound organizational and interpersonal skills.
- Ability to perform heavy, physical labor daily in all weather conditions (year-round).
- Must be a team player, willing to collaborate on any and all tasks required.
- Must be available on weekends in spring/summer/fall. Must be available for overtime as needed.
- Must be proficient in operating the following equipment: Pickup truck, chainsaw, reticulating shears, leaf blower, push mower, brush hog, and string trimmer.
- Must have and maintain a valid NYS driver's license.
- Must be able to lift up to 40 pounds with proper tools.
- Must have experience performing and managing conservation/restoration work in woodland and/or meadow settings.

Preferred Qualifications

- Ability to operate a small dump truck is a plus.
- Proficiency in small engine repair is a plus.
- Willingness to work around goats is a plus.
- Experience with basic facilities maintenance is a plus (i.e. management of a workshop or tool storage facility).

To Apply:

Please submit your **resume and cover letter** via email to jobs@riversideparknyc.org with "Zone Gardening Supervisor" in the subject line.

Rate: \$35-\$38 per hour

Riverside Park Conservancy provides a competitive benefits package, including 401(k)+match, health care, and paid time off. Pay rate is commensurate with experience.

Riverside Park Conservancy is committed to fostering an inclusive and respectful environment for all applicants and employees. We recognize the importance of diversity and offer equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, veteran status, height, weight, or any other characteristic protected by federal, state, or local laws.