



HORTICULTURE MANAGER

FLSA Status: Full-time, some weekends required

Date Prepared/Last Updated: April 2026

Reports to: COO

Compensation: \$65,000 - \$75,000 annually, depending on experience. Plus, health care stipend; vacation, sick and holiday PTO; retirement plan

JOB SUMMARY

The Horticulture Manager oversees planning, implementation, and supervision of horticulture and urban forestry operations along the Emerald Trail, McCoys Creek, and Hogans Creek. This role manages staff and volunteers, ensures quality control through inspections and plan review, and oversees budgets, grants, and equipment. The position is responsible for ensuring all work is completed safely, efficiently, and to established standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and oversee large-scale horticulture and urban forestry operations along the Emerald Trail, including tree care, irrigation, landscape maintenance, and asset management.
- Plan, coordinate, and implement landscape installation, restoration, and maintenance projects for staff and volunteers.
- Supervise, train, and evaluate staff in safe, science-based horticulture and arboriculture practices, equipment operation, and field procedures; promote and enforce safety standards.
- Lead and support volunteer workdays, including planning, coordination, and on-site oversight.
- Review landscape, tree mitigation, and protection plans for compliance; conduct field inspections to ensure proper installation, plant establishment, and contractor performance.
- Manage and oversee aquatic vegetation maintenance within creek systems.
- Procure and manage materials, supplies, vehicles, and equipment, including fleet maintenance and recordkeeping.
- Prepare and manage reports, budgets, and grant applications to support urban forestry and horticulture programs.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in horticulture, environmental science, natural resources management, or a related field, plus a minimum of three (3) years of experience in landscaping, horticulture, or urban forestry; **or**
- Six (6) or more years of relevant experience in landscaping, horticulture, or urban forestry in

lieu of a degree.

- Prior supervisory experience required.
- Professional certifications (e.g., FNGLA and/or ISA) preferred.
- Valid Florida driver's license with a clean driving record required.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of horticulture, arboriculture, and urban forestry principles, including landscape installation, maintenance, irrigation, and plant health care.
- Knowledge of applicable safety standards, regulatory requirements, and best practices related to landscaping, equipment operation, and chemical applications (herbicides and fertilizers).
- Knowledge of project planning, landscape plan review, and field inspection procedures.
- Knowledge of aquatic vegetation management practices and creek or riparian system maintenance, including invasive species control and ecological best practices.
- Skill in operating and overseeing the use of vehicles, tools, and equipment associated with landscape and urban forestry operations.
- Ability to read, interpret, and apply plans, specifications, regulations, pesticide labels, and technical documents.
- Ability to plan, prioritize, and coordinate multiple projects, crews, and volunteer activities effectively.
- Ability to supervise, train, and evaluate staff; provide coaching, address performance issues, and recommend disciplinary actions when necessary.
- Ability to inspect work, ensure quality control, and hold staff and contractors accountable to standards.
- Ability to manage budgets, track expenses, maintain records, and prepare reports and grant documentation.
- Ability to establish and maintain effective working relationships with staff, partners, contractors, volunteers, and the public.
- Proficiency in standard office software and systems for reporting, communication, and administrative tasks.
- Ability to work outdoors and perform duties in varied and sometimes adverse weather conditions.

PHYSICAL REQUIREMENTS

- Ability to work outside for extended periods of time.
- Ability to stand, stoop, bend, kneel for long periods of time.
- Ability to lift and carry up to 50 lbs.
- Available to work a varied schedule (including Saturdays) in sometimes adverse weather conditions.

CONTACT

To apply, please send resume and cover letter to janet@groundworkjacksonville.org

Groundwork Jacksonville is the City of Jacksonville's nonprofit partner in building and maintaining the 30-mile Emerald Trail and restoring McCoys and Hogans creeks. When complete, this signature outdoor destination of trails, greenways and parks will encircle Jacksonville's urban core and connect 14 historic neighborhoods to downtown, McCoys and Hogans creeks, and the St. Johns River.