



Portland Japanese Garden seeks Full-Time Gardener

Position Overview

The Gardeners are responsible for all phases of ground maintenance and participate in workshops or any professional training provided. The Gardeners report to the Director of Grounds Maintenance.

Primary Duties

- Provide basic care, daily maintenance, repairs, and improvements of the garden and its environs as it pertains to appropriate Japanese gardening practices and principles
- Perform pruning and shaping practices as it pertains to the Japanese garden aesthetic and tradition as established at the Portland Japanese Garden
- Install, maintain, and repair irrigation systems and water features
- Construct and maintain bamboo fences, stone pathways, and other garden structures
- Assist with integrated pest management practices and fertilization application
- Manage time and effectively function without close supervision
- Daily reporting of work progress to the Director of Grounds Maintenance
- Participate in team planning, communicating tasks and assignments, record keeping and documentation, and working with staff, volunteers, and interns
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Ensure e-timecards, time tracking, timelines, and correspondence within and outside the institution are completed timely and accurately
- Maintain equipment, garden house tools, and garden vehicles
- Other duties as assigned

Other Responsibilities

- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Familiarize oneself with the organization and the Employee Handbook
- Adhere to the Garden Department Garden Team Agreement
- Maintain a high level of professionalism in manner and appearance
- Adhere to the Garden Dress Code (uniform provided by the Garden)
- Support the Training Center programs with workshops and garden seminar

Qualifications

- Self-motivated, organized, and attentive to detail
- Minimum three years of landscape/garden construction and maintenance experience
- B.A./B.S. degree in horticulture or a related field is preferred
- Current driver's license, ability to drive stick-shift
- Proficiency with email and basic Microsoft Office applications

Special Requirements

- Must be capable of using power tools daily such as leaf blowers, mowers, and chain saws

- Ability to climb trees and work on tall ladders
- Ability to repeatedly lift up to 50lbs and maneuver heavy items
- Ability to perform intense physical labor year-round in all weather conditions
- Ability and willingness to work flexible hours including weekends, holidays, and special events as needed

Compensation & Schedule

- Wage: \$21.00/hour
- This is a full-time, hourly position with 40 hours per week. Shifts are typically 8 hours (plus ½ hour lunch), 7:00am to 3:30pm (6:30am to 3:00pm during summer).
- Benefits:
 - health, dental, and vision insurance (premium 100% covered for employees)
 - 401k plan (after 90 days, with 4% employer match after 1 year)
 - flexible spending accounts for medical and dependent care expenses
 - paid vacation, sick, and holiday time

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "Gardener" in the subject line. Please no phone calls or hand delivered applications. Application review will begin immediately and continue **until the position is filled**.

All submitted applications will be held in confidence.

We encourage all potential applicants to watch our video entitled "[Come to Understand: Welcome to Portland Japanese Garden](#)" (5:56 minutes).

Organization Overview

Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden typically has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.