Lan Su Chinese Garden is seeking a Facilities/Horticulture Technician to assist the organization’s Curator of Horticulture in ensuring that the facilities and horticulture-related aspects of Portland’s iconic Chinese garden are maintained to the highest standards.

**Job Title:** Facilities/Horticulture Technician

**Reports to:** Curator of Horticulture

**Position Status:** Non-exempt, benefitted. Benefit package includes health, dental, vision, paid vacation & sick leave, 401K match & Friend Membership to Lan Su Chinese Garden

**Purpose of Position:** Maintain, repair and enhance the facilities and garden grounds of a world class garden and cultural destination to a level noticeable and admired by visitors.

**Position Scope:** Maintenance, repair and cleaning of surfaces, hardware and equipment in the Garden, with respect to the authentic design and materials. Maintain and upkeep office and storage facilities. Assist with garden pruning, clean up and IPM/Nutrient management. Support events and programming by assisting in set-up/break down.

**Hours:** 40 hours per week, Sunday-Thursday, with some opportunity for additional hours in the evenings to meet the demands of visitors, garden activities, special events and weather.

**Salary:** $19.50 per hour

**RESPONSIBILITIES**

**Facility Maintenance (50%)**

- Maintain garden structures, mosaic pathways, roofing, woodwork, walls and more
- Assess maintenance needs and develop timelines and plans to address
- Work with contractors and garden craftsman to ensure in house skill levels and quality of garden maintenance
- Provide recommendations to update the Facilities Manual and design drawings to accurately reflect system and facility operations, maintenance, repair, resources and upgrades.
- Complete daily Maintenance Log
- Perform repairs to garden, Teahouse and garden office items
- Pick up and deliver maintenance materials, using the garden truck
- Complete routine checks for safety issues and perform all activities within the safety directives of the garden
- Talk knowledgably and professionally with visitors while performing garden maintenance
- Prep, prime and paint garden walls with consideration of the historic structure, plants and the impacts to visitors
- Assist with pond/filter/pump maintenance as needed
- Maintain all storage facilities and equipment to a high level of order. Inventory and track supplies, equipment and tools.
• Other duties as necessary

Horticulture Support (40%)

• Assist with irrigation needs and maintenance
• Assist with garden pruning of trees/shrubs, planting, general clean up
• Assist with IPM and Nutrient Management
• Work with penjing (bonsai)
• Assist in the presentation of garden displays which could include – floral arrangement, Penjing, and seasonal/culturally significant plant-related exhibits

Event Support (10%)

• Assist the events and programming staff with special projects and set up and break down of equipment, furniture and festival décor
• Transport garden belongings to and from off-site storage using the garden truck

QUALIFICATIONS

• Understanding of the cultural needs/aesthetics/philosophy of a unique garden
• Working knowledge of garden structures and architectural elements and demonstrated ability to perform maintenance and repair of building structures, equipment and systems
• Proven work history showing attention to detail and care in executing and completing work
• Experience using tools for garden and facilities maintenance
• Ability/experience to safely utilize ladders, and work on roof tops
• Ability to work in a pond year-round and experience with pond pumps and filtration
• Skill in carpentry, painting trades, and/or hardscaping/landscaping trades
• Previous experience in garden maintenance including pruning, planting/design, bamboo fence building and maintenance, garden clean up
• Experience in fine aesthetic pruning preferred
• Experience working with IPM/Nutrient management and general garden health
• Experience in plant propagation
• Working knowledge of penjing (bonsai) preferred
• Strong sense of aesthetics and design
• Some computer skills – Microsoft Word/Excel
• Strong organizational skills
• Excellent written and verbal communication skills
• Demonstrated dependability—on-time, reliable
• Self-motivated and directed
• Ability to lift 50 pounds
• Ability to drive a full-size pick-up truck and valid state driver’s license, clean driving history and insurable
• Willingness to submit to a background check
• Knowledge of Chinese/Asian culture advantageous

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly
required to do the following: climb ladders and lift weights up to 50 pounds, sit, stand, walk, talk and hear. The employee is required to reach with hands and arms; stoop, kneel and carry.

TO APPLY
Please submit a cover letter, resume and three references to jobs@lansugarden.org. In the subject line please type: “Facilities/Horticulture Technician”. Failure to provide the requested information may result in disqualification as a candidate. Please do not call Walk-in applications will not be accepted.

Lan Su Chinese Garden is committed to maintain an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or any other classification protected by law.