

**The Beatrix Farrand Society
Grounds Manager Position Description
2015**

The Grounds Manager will work with BFS Landscape and Garden Committee Chair and BFS Vice President to set priorities for work to be accomplished each season to ensure that that landscape is kept clean, neat and visually pleasing. In addition, the Grounds Manager will maintain a work log and provide an update to BFS Vice President prior to board meetings. This position will report to the BFS Vice President. Insurance package for the Grounds Manager will be provided by the Beatrix Farrand Society.

Maintenance of the landscape at Garland Farm is defined as:

- Maintaining a neat perimeter edging around entrance gardens, woodland gardens, and ornamental shrub collection behind the barn. Weed, transplant, trim, rake compost, till as needed. Perform pruning as needed on reachable items. Monitor large trees. Notify Vice President if arborist is needed. Soil testing if indicated. Add amendments if indicated by soil test report. Apply deer repellent to plants susceptible to browsing.
- Maintain holding garden fence, interior grass perimeter and paths. Notify BFS Vice President if volunteer help is needed.
- Lawn maintenance (including mowing, over seeding and weed whacking). Fertilize soil if testing shows deficiencies requiring a need for amendments. Ensure that tools are in working order and properly maintained. When mower, or other power equipment is in use (by Grounds Manager or arborist), grounds must be closed to the public and signage posted. Appropriate eye protection and protective clothing is required when using power tools. Keep necessary garden supplies on hand.
- Mow field over septic area twice annually in spring and late summer.
- Manage invasive plants. If necessary arrange for a Licensed Applicator if herbicide spraying is indicated. Ensure signage is posted and the area closed off to public access after spraying. Work with outside vendors, contractors and arborist to see that work is completed as expected. Arrange for start up

and shutdown of irrigation system with Coastal Irrigation. Maintain irrigation system and adjust watering schedules as needed throughout season.

- Monitor parking field and mark wet areas as needed prior to BFS Program Events and Open Day. Keep front and terrace garden birdbaths clean and filled.
- Provide instruction and supervision of any volunteers performing grounds related tasks. Volunteers can not use power tools, do heavy lifting or climb ladders.
- At end of season, install burlap screening and deer fence around terrace garden. Assemble brush for use by A.C. Parsons, Inc. to cover historic plants for winter protection. Clean and cover bird baths and cistern. Check property as needed in winter to ensure deer and plant protection remain in place.

Revised 08/01/2015

Dave Hollenbeck, BFS Vice President

Carolyn Hollenbeck, BFS Landscape and Garden Advisor