



**Historic Oakland Foundation (HOF) is a 501(c)3 nonprofit founded in 1976 as the “friends of” group for Oakland Cemetery. Our mission is to partner with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important resource and an island of tranquility in the heart of the city. Oakland Cemetery is a garden oasis, historical repository, cultural resource, leaders in restoration, and a southern cultural entity. Oakland was Atlanta’s first public park and our Gardens Team is working to rehabilitate and maintain the historic 48 acres. Learn more at: [www.oaklandcemetery.com](http://www.oaklandcemetery.com)**

HOF is accepting applications for the role of a **Gardens Technician I**. This entry-level position will be primarily responsible for landscape maintenance focusing on lawn mowing/trimming and leaf and debris removal. This position also entails working with the rehabilitation of the Gardens and learning gardening techniques specific to this historic site. This position reports to the Gardens Manager.

Historic Oakland Foundation intends to hire one full-time Gardens Technician I consisting of 40 hours per week and one part-time position consisting of 20 hours per week from this search. **Candidates need only submit one application but should state in their cover letter and application materials if they prefer full or part-time employment.**

**Role and Accountabilities:**

- Work with Gardens Manager and senior garden staff to maintain lawns and plantings
- Carry out mowing, trimming and edging duties on lawns
- Work on leaf and debris removal from lawns and hard surfaces
- Execute routine hand weeding projects in both beds and lawns
- Expanded plant care responsibilities as competencies demonstrated
- Accomplish all other tasks as directed by the Gardens Director and Gardens Manager
- Work as efficiently and diligently as possible to complete projects on time
- Conduct all work in compliance of HOF’s COVID-19 Safety Protocols Plan

**Education and Experience:**

- Completion of high school or a GED is preferred
- Possessing a valid driver’s license is preferred
- Strong interest in landscape gardening or another horticultural field preferred

**Knowledge, Skills, and Abilities:**

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**Required:**

- Ability to work closely and cooperatively in small teams of 2-3, follow direction of manager or supervision by a senior staff leader to implement, and deliver work on time and on budget
- Willing to work outdoors year-round in varying weather conditions and ability to lift heavy objects (up to 50 lbs.), such as bagged soils, compost, mulch, large potted plant material, and tools.
- Desire to learn new gardening techniques through mentoring from senior staff and other educational resources

**Desired:**

- Experience with gardening hand tools and power tools, including line trimmers, push lawn mowers, leaf blowers, hedge trimmers, etc.
- Knowledge of basic landscape plants and gardening techniques
- Experience in landscape garden maintenance and lawn care

**To Apply:**

Interested applicants should email their letter of interest and resume to [info@oaklandcemetery.com](mailto:info@oaklandcemetery.com)

Historic Oakland Foundation, 248 Oakland Ave SE, Atlanta, GA 30312

**Position Classification:**

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**Candidates need only submit one application but should state in their cover letter and application materials if they prefer full or part-time employment.** Rate is \$15/hr-\$17/hr commensurate with experience.

**Additional Information:**

The statements contained in this position description are not necessarily all-inclusive, additional duties and responsibilities may be assigned and requirements may vary from time to time.

Professional business references and a background check will be required for all final applicants selected for a position. In accepting a position, it is understood that continued employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record which bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

Historic Oakland Foundation is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal, and local laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity,

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national origin, genetic information, age, disability, or any other status protected by applicable law.

Historic Oakland Foundation is not currently accepting resumes from agencies for this position.