



Position Title: Graver Arboretum Arborist
Department: Plant Operations
Supervisor: Director, Plant Operations
Classification: Non-Exempt

Overview:

Reporting to the Director, Plant Operations, the Graver Arboretum Arborist supports the mission of the Plant Operations department and the College, overseeing and coordinating the work to maintain the beautiful 63-acre Graver Arboretum. The arborist will be required to live on site to ensure the Arboretum's long-term care and upkeep. This is a year-round position that will require some work to be performed on the Muhlenberg main campus during the year, especially during the winter months. The incumbent will determine, develop, recommend and implement sound solutions to problems that may impact the safety and health of the Arboretum. Responsibilities also include monitoring of visitor activity and assessing damage to the property.

Responsibilities:

- A. Maintain safe passage on all arboretum trails for visitors. Utilizing proper landscaping and safety techniques, maintain paths, clear branches, string trim, mow, roll, and clear invasive species along the paths.
- B. Clear the waterways in the woods several times a year to allow free flow of the spring and runoff water. Periodically dig out the catch basin at the second pond. Keep inlets and outlets clear for other ponds.
- C. Prune the rhododendrons annually. Protect azaleas from deer with fencing.
- D. Administer pest management - geese, deer and groundhogs must be dealt with on a continual basis through a licensed trapper or humane and legal measures.
- E. Maintain the health and beauty of the trees, shrubs and plants at the arboretum; evaluate from a horticultural and arborist's perspective, ensuring that the work performed at the arboretum supports the mission of Dr. Lee and Virginia Graver, nature lovers and conservationists.
- F. Organize and direct all snow/ice removal, parking lot repairs, and walkway upkeep at the Arboretum.
- G. Arrange for regular mowing of the arboretum, along with the paths in the wet meadows.
- H. Attend to outdoor space used as a classroom by the science department.
- I. Maintain the farmhouse, lab, cottage, and parking lots.
- J. Update and maintain the labeling of over 500 trees on site and keep the inventory up to date.

Required Qualifications:

- 1. Excellent character, integrity and adaptability
- 2. Enthusiasm and desire to share Graver's rich heritage, collections and landscape to inspire and engage stewards of the natural world
- 3. Five-years of experience managing a department that maintains the grounds for a large institutional facility, golf course or municipal park. Arboretum experiences a plus.

4. Skill in conflict resolution, particularly as it may apply to dealing with neighbors, visitors, students, photographers and the local township
5. Skill in planning, organizing, scheduling and monitoring the work of contracted services and visiting classes; skill in monitoring contracts.
6. Demonstrated ability to establish and maintain files and prepare activity reports.
7. Strong interpersonal skills and excellent oral, written, and presentation skills.
8. Knowledge of horticulture, landscape maintenance and development, tree care, plant identification, plant diseases, pest and weed control.
9. Knowledge of chemical and fertilizer application and experience in their use is required; knowledge of State and Federal laws pertinent to the use of restricted pesticides.
10. Knowledge of the theory, principles, practices and methods used in wet lands and grounds maintenance.
11. Proficient with Microsoft Office programs.
12. Valid driver's license and clean driving record required.
13. A satisfactory background check is a condition of employment; background checks are run following an offer of employment.

Preferred Qualifications:

1. A bachelor's degree in horticulture, landscape architecture, park management, or related field.
2. ISA certified Arborist.
3. Member of APPA, PGMS or similar professional organizations.

Physical Requirements:

- Carrying and/or lifting of up to 50 pounds
- Full use of all extremities
- Bending/squatting and kneeling
- Occasional lifting of items over 50 pounds, up to 100 pounds
- Walking, standing, navigating uneven terrain

Work Environment:

- Work assignments require working outdoors in all seasons and all types of weather.
- Evening and weekend work will be required from time to time.

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