



777 S. Highway 92, Sierra Vista, AZ 85635  
Sierra Vista, AZ 85635-4328

### **Job Description: Landscape Coordinator**

Purpose: To oversee the church landscape maintenance, including upkeep, landscape changes, and plant selection.

Department: Church Facilities

Term of Service: One year    two years    open ended

Brief Description of Job/Position:

- Maintain church property landscaping.
- Introduce new planting areas as building growth allows.
- Communicate with the Facilities Committee, the Church Board, and the Treasurer regarding major changes to landscaping.
  - Make recommendations regarding the annual budget.
- Approve expenditures for landscaping materials in keeping with budget.
- Work with other church members who are also interested in the church landscaping.
- Organize and chair landscape committee meetings.
- Maintain ongoing file for landscape design and plants in the landscape.
- Maintain drip irrigation system timer(s)/settings.
- Other duties as assigned.

Skillset Needed:

- Knowledge of landscape design, irrigation and maintenance.
- Interest in plants and plant selection.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Landscape Committee

Reporting To: Facilities Committee Chair

Church Board Approval: August 8, 2024