

Position:	Terramation Manager
Department:	Landscape
Reports to:	Vice President of Landscape
Location:	The Green-Wood Cemetery, Brooklyn, NY
FLSA Status:	EXEMPT
Hours:	FULL-TIME (M-F, 8A-4P)
Salary Range:	\$90,000-\$100,000 annually, commensurate with experience

ABOUT THE DEPARTMENT

Green-Wood's Landscape Department oversees the preservation and care of its historic 478-acre grounds. The team manages all aspects of the landscape, including monuments, the arboretum, grasslands, gardens, and water bodies. Through integrated conservation practices and climate-adaptive strategies, the department protects historic features, supports biodiversity, and enhances ecosystem services. Combining expertise in historic preservation, ecological management, and landscape best practices, the department ensures Green-Wood's health and integrity for generations to come.

ABOUT THE ROLE

Green-Wood is introducing Terramation (Natural Organic Reduction) as an innovative new offering for families seeking a meaningful, environmentally conscious form of disposition. Reporting to the Vice President of Landscape, the Terramation Manager will lead the launch, day-to-day operation, and continuous improvement of this program, ensuring every individual entrusted to our care is treated with dignity, professionalism, and compassion throughout the process.

Working collaboratively across the Landscape Department, Facilities, Family Services, and Burial Operations, this role will develop the systems, procedures, and operational standards necessary to build a best-in-class program while advancing Green-Wood's environmental stewardship initiatives.

This position is ideal for someone who enjoys building new programs, improving processes, solving problems, and working in both operational and scientific environments.

KEY RESPONSIBILITIES

The **Terramation Manager** is responsible for:

Terramation Operations

- Serve as the primary liaison with the Terramation equipment vendor for commissioning, preventive maintenance, service support, and warranty matters.
- Serve as Green-Wood's operational subject matter expert for Natural Organic Reduction (NOR), providing guidance and support to internal departments.
- Oversee the day-to-day operations of Green-Wood's Terramation program.
- Manage each case from acceptance into the facility through final placement, in accordance with Green-Wood policies, regulatory requirements, and family wishes.
- Ensure every individual entrusted to our care is treated with dignity, professionalism, compassion, and respect throughout the process.

GREEN-WOOD

- Supervise unionized staff responsible for pod loading and related facility operations, including scheduling, training, coaching, performance management, and day-to-day direction, while fostering a culture of safety, accountability, teamwork, and professional growth.
- Operate, monitor, and maintain Terramation equipment and associated systems, including the biofilter system, media replacement, moisture and odor monitoring, routine servicing, and response to equipment or operational issues.
- Coordinate laboratory testing, including soil, emissions, biofilter, and other process-related analyses, as needed.
- Perform quality assurance activities, including process monitoring and verification, and maintain required quality and chain-of-custody records.
- Maintain a clean, organized, safe, and regulatory-compliant facility.
- Serve as the primary liaison with the Terramation equipment vendor for commissioning, preventive maintenance, service support, and warranty matters.

Environmental Stewardship & Landscape Integration

- Assist in planning future phases of soil utilization and placement throughout the cemetery, including landscape projects related to Natural Organic Reduction.
- Develop and refine Green-Wood's proprietary substrate and composting methodologies, incorporating onsite organic materials to reduce reliance on vendor formulations and advance landscape sustainability.
- Lead the expansion of composting initiatives beyond Natural Organic Reduction, incorporating leaves, wood chips, and other organic materials to support Green-Wood's broader landscape and horticultural operations.
- Contribute to cross-functional initiatives that advance Green-Wood's broader operational, environmental, and sustainability goals.

Process Development & Continuous Improvement

- Develop, document, and refine operating procedures and workflows.
- Build process documentation, standard operating procedures, and training materials.
- Identify opportunities to improve efficiency, quality, safety, and consistency.
- Monitor emerging research, technologies, scientific literature, and industry best practices to position Green-Wood as a leader in Natural Organic Reduction and continuously enhance program operations.
- Champion a culture of operational excellence, innovation, and continuous improvement.
- Prepare operational reports, performance metrics, and regulatory documentation to support decision-making and process optimization.

Compliance & Safety

Ensure compliance with all applicable federal, state, and local regulations, including:

- Funeral and State cemetery law
- Environmental regulations
- OSHA and workplace safety requirements
- Fire and building codes
- Maintain inventory of supplies and equipment.
- Coordinate preventive maintenance and equipment inspections.
- Follow all PPE and safety protocols.
- Assist in developing and managing the annual operating budget for the Terramation program.

Family Care

- Partner with Family Services and Operations to deliver a seamless, compassionate experience for every family through respectful communication, coordination, and exceptional service.
- Support family education and visitation experiences, when appropriate, ensuring compassionate and professional service.

QUALIFICATIONS

Required

- Bachelor's degree in Environmental Science, Biology, Soil Science, Ecology, Horticulture, Agricultural Science, Environmental Engineering, Compost Science, or a related field; equivalent professional experience will be considered in lieu of a degree.
- Three or more years of progressively responsible experience in composting, organics management, environmental operations, horticulture, agriculture, ecological restoration, laboratory operations, or a related field.
- Strong organizational and documentation skills.
- Demonstrated success developing, documenting, and improving operational processes and standard operating procedures.
- Excellent communication and collaboration skills.
- Demonstrated ability to work independently and collaboratively within a multidisciplinary team.
- Proficiency with Microsoft Office Suite, digital recordkeeping systems, and operational management software.
- Ability to approach sensitive work with professionalism, empathy, and discretion.
- Demonstrated supervisory experience required; experience leading unionized workforces and managing within a collective bargaining environment strongly preferred.

Preferred

- Master's degree in a related discipline.
- Experience operating biological treatment or large-scale composting systems.
- Experience developing Standard Operating Procedures (SOPs).
- Laboratory sampling, quality assurance, or quality control experience.
- OSHA 10 certification or the ability to obtain it within six months of hire.
- Forklift certification (or willingness to obtain certification; training provided).
- Experience working in regulated operational environments.

Mission Alignment

- Commitment to Green-Wood's mission and values, with an appreciation for its historical, cultural, and ecological significance.
- Passion for history, culture, environmental stewardship, and public service.
- Knowledge of sustainable landscape practices is a strong plus

Physical Requirements

- Ability to lift and move materials weighing up to 50 pounds.
- Ability to stand, walk, climb, stoop, kneel, crouch, reach, and perform other physical activities for extended periods.
- Ability to work indoors and outdoors in varying weather conditions and navigate uneven terrain.
- Ability to climb ladders and safely work on equipment in elevated or confined spaces.
- Ability to operate powered equipment, machinery, and cemetery vehicles, as applicable.
- Ability to wear and properly use required personal protective equipment (PPE), including respirators, gloves, and protective clothing.
- Employees required to operate cemetery vehicles must possess a valid driver's license and maintain a driving history that meets Green-Wood's insurance requirements.
- Ability to communicate effectively and safely perform the essential functions of the position.
- Reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the position, consistent with applicable law.

MEASURING DEPARTMENTAL SUCCESS

Success in all roles within Landscape will be measured by the following metrics:

- **Landscape Maintenance** – Ensure timely care of turf, trees, meadows, and gardens, with accurate documentation through GIS systems to preserve Green-Wood's landscape integrity.
- **Ecological Initiatives** – Implement biodiversity, sustainability, and climate adaptation strategies, and lead research partnerships to advance environmentally responsible practices.
- **Team Development** – Provide ongoing training to ensure staff compliance with safety regulations and best practices in landscape management. Solve challenges by proactively working across departments.
- **Public Engagement** – Proactively address public concerns and feedback to ensure a positive community experience and strengthen engagement with Green-Wood's mission.
- **Operational Efficiency** – Streamline workflows, manage budgets effectively, and pursue external funding opportunities to enhance horticultural initiatives.

Success in this role will be evaluated by:

- Successfully launch, sustain, and advance Green-Wood's Terramation and broader organics management initiatives.
- Maintain compliance with all regulatory and safety requirements.
- Ensure complete and accurate chain-of-custody and operational documentation.
- Achieve established quality assurance and process performance standards.
- Maintain equipment reliability through preventive maintenance.
- Deliver exceptional service and coordination for families and internal stakeholders.
- Develop and maintain SOPs and training documentation.

ADDITIONAL INFORMATION

Mission Statement

Green-Wood is a living cemetery that brings people closer to the world as it is and was, by memorializing the dead and bringing to life the art, history, and natural beauty of New York City.

Equal Employment Opportunity Statement

Green-Wood is an equal employment opportunity employer that prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, gender, national origin or ancestry, age, disability, pregnancy, sexual orientation, gender identity, marital status, domestic partner status, military or veteran status, citizenship status, and any other basis or characteristic protected by federal, state, or local law.
