



JOB INFORMATION

Job Code	NA33
Job Description Title	Assoc I, Greenhouse
Pay Grade	FM08
Range Minimum	\$33,570
33rd %	\$38,040
Range Midpoint	\$40,280
67th %	\$42,520
Range Maximum	\$46,990
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/17/2020

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Grounds

JOB SUMMARY

Under close supervision, assists in the installation, transplanting, and maintenance of greenhouse materials as well as flowerbeds, gardens, and pots throughout campus.

RESPONSIBILITIES

- Installs and maintains plant material in flowerbeds, gardens, and pots across campus to include basic operations such as planting, watering, fertilizing, deadheading flowers, and replacing damaged/dead plants.
- Prepares job sites for installation and assists in the transferring of plants to the designated location on campus.
- Assists in inspecting, cultivating, and maintaining greenhouse and nursery stock and equipment to ensure that all plant materials are kept in healthy condition and are ready for transplanting at the appropriate time.
- Assists in greenhouse growing, potting, and re-potting operations.
- Operates equipment (tiller, auger, hand tools, etc.) to load and unload plant material and perform various landscape-related tasks.
- May communicate with others to keep them aware of work progress and answer questions.
- May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.
- May perform other related landscape duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
High School	High school diploma or equivalent.	And	1 year of	Experience in plant installation, care, and maintenance.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of plant material and proper care/maintenance techniques.

Ability to install, transplant, and maintain plant material.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.