
Auburn University Job Description

Job Title:	Assoc II, Greenhouse	Job Family:	No Family
Job Code:	NA34	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Under general supervision, installs, transplants, and maintains greenhouse materials as well as flowerbeds, gardens, and pots throughout campus. Assists in organizing and overseeing greenhouse shop functions and projects.

Essential Functions

1. Installs and maintains plant material in flowerbeds, gardens, and pots across campus. Meets proper moisture, pesticide, fertilizer, shade, and seasonal needs to ensure plants are healthy and grounds remain in pristine condition.
2. Assists in designing, scheduling, and planning annual color beds and growing operations.
3. Installs and maintains plant material in flowerbeds, gardens, and pots across campus. Meets proper moisture, pesticide, fertilizer, shade, and seasonal needs to ensure plants are healthy and grounds remain in pristine condition.
4. Assists in greenhouse growing, potting, and re-potting operations.
5. Prepares job sites for installation and participates in the transferring of plants to the designated location on campus.
6. Operates equipment (tiller, augur, hand tools, etc.) to load and unload plant material and perform various landscape-related tasks.
7. Communicates with others to keep them aware of work progress and answer questions.
8. May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.
9. May perform other related landscape duties as assigned.

Supervisory Responsibility

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High school diploma or equivalent.
Experience (yrs.)	3	Experience in plant identification, installation, and maintenance,

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Intermediate knowledge of plant materials, identification, and proper maintenance/care techniques. General knowledge of the design, care, and identification of herbaceous ornamentals. General knowledge of the mechanical operations of greenhouse systems. Ability to install, transplant, and maintain plant material. Ability to assist in diagnosing and treating plant disease. Ability to properly apply greenhouse pesticides.

Certification or Licensure Requirements

Valid driver's license.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting up to 100 pounds.

Date: 1/17/2020
