
Auburn University Job Description

Job Title:	Coord, Greenhouse	Job Family:	No Family
Job Code:	NB40	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Provides on-site supervision of greenhouse projects by managing the greenhouse shop functions.

Essential Functions

1. Oversees greenhouse and nursery operations to ensure all plant material are kept in a healthy condition and are ready for transplanting and planting at the appropriate time.
2. Designs, plans, and prepares job sites for installation and maintenance of flowerbed and flower gardens.
3. Oversees and participates in installation and maintenance of landscaping to ensure that grounds are kept in presentable condition.
4. Communicates with others to keep them aware of work progress, provide tours, and answer questions.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.)	5	Experience in plant identification, care, and maintenance

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of plant material and proper maintenance.

Certification or Licensure Requirements

Setting of Landscape Plants Certificate
Nurseryman License
State Pesticide 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, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012
