



JOB INFORMATION

Job Code	NA34
Job Description Title	Assoc II, Greenhouse
Pay Grade	FM10
Range Minimum	\$37,240
33rd %	\$43,450
Range Midpoint	\$46,550
67th %	\$49,650
Range Maximum	\$55,860
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 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.

RESPONSIBILITIES

<ul style="list-style-type: none">• 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.• Assists in designing, scheduling, and planning annual color beds and growing operations.• 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.• Assists in greenhouse growing, potting, and re-potting operations.• Prepares job sites for installation and participates in the transferring of plants to the designated location on campus.• Operates equipment (tiller, augur, hand tools, etc.) to load and unload plant material and perform various landscape-related tasks.• Communicates 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.
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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	3 years of	Experience in plant identification, installation, and maintenance.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

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