
Auburn University Job Description

Job Title:	Coord, Greenhouse	Job Family:	No Family
Job Code:	NB40	Grade 33:	\$39,300 - \$65,500
FLSA status:	Non-exempt		

Job Summary

Reporting to the Landscape Services Manager, responsible for the design, planning, and installation of annual color beds/containers and all greenhouse materials. Provides on-site supervision of greenhouse projects by overseeing all greenhouse shop functions and personnel.

Essential Functions

1. Leads greenhouse and nursery operations to ensure all plant materials are kept in a healthy condition and are ready for transplanting and planting at the appropriate time. Oversees greenhouse growing, potting, and re-potting operations.
2. Oversees the design, planning, installation, and care of annual color beds, gardens, pots, and other raised structures.
3. Maintains flowerbeds, gardens, and landscaping across campus to ensure that grounds are kept in pristine condition. Leads the identification of plant disease or needs and oversees the appropriate application of pesticides, fertilizers, or other treatments.
4. Prepares job sites for installation and oversees the transferring and installation of plants to the designated location on campus.
5. Assists with university landscape projects including design and plant recommendations.
6. Provides day-to-day supervision, leadership, and training to greenhouse associates and other landscape personnel.
7. Assists in coordinating with other Landscape Services personnel and/or departments to ensure appropriate support for each job. Communicates with clients and stakeholders to answer questions, provide updates of work progress, and resolve any issues.
8. Schedules, orders, and plans annual color beds and growing operations.
9. Tracks greenhouse budget and metrics such as cost savings, success/productivity, and sustainability initiatives (e.g. composting).
10. Operates equipment to load and unload plant material and perform various landscape-related tasks.
11. May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.
12. May perform other related landscape duties as assigned.

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	Four-year college degree	Four-year degree in horticulture, landscape architecture, agronomy, or related field.
Experience (yrs.)	6	Experience in plant identification, installation, design, and maintenance.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge of plant material, plant identification, and proper maintenance techniques. Advanced knowledge of the design, care, and identification of herbaceous ornamentals. Thorough knowledge of the mechanical operations of greenhouse systems.

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.

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

Date: 1/17/2020
