AUBURN
Human Resources

Coord, Greenhouse

Job Description

JOB INFORMATION

Job Code	NB40
Job Description Title	Coord, Greenhouse
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
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

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.

RESPONSIBILITIES

- 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.
- Oversees the design, planning, installation, and care of annual color beds, gardens, pots, and other raised structures.
- 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.
- Prepares job sites for installation and oversees the transferring and installation of plants to the designated location on campus.
- Assists with university landscape projects including design and plant recommendations.
- Provides day-to-day supervision, leadership, and training to greenhouse associates and other landscape personnel.
- 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.
- Schedules, orders, and plans annual color beds and growing operations.
- Tracks greenhouse budget and metrics such as cost savings, success/productivity, and sustainability initiatives (e.g. composting).
- Operates equipment to load and unload plant material and perform various landscape-related tasks.
- May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

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 to 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	
Bachelor's Degree	Four-year degree in horticulture, landscape architecture, agronomy, or related field.	and	6 years of	Experience in plant identification, installation, design, and maintenance.	

Substitutions Allowed for Education	Yes
Substitution 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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.