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## Auburn University Job Description

Job Title: **Assoc I, Greenhouse**

Job Family: No Family

Job Code: **NA33**

Grade FM08 \$30,500 - \$42,700

FLSA status: Non-exempt

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### Job Summary

Under close supervision, assists in the installation, transplanting, and maintenance of greenhouse materials as well as flowerbeds, gardens, and pots throughout campus.

### Essential Functions

1. Installs and maintains plant material in flowerbeds, gardens, and pots across campus to include basic operations such as planting, watering, fertilizing, deadheading flowers, and replacing damaged/dead plants.
2. Prepares job sites for installation and assists in the transferring of plants to the designated location on campus.
3. Assists in inspecting, cultivating, and maintaining greenhouse and nursery stock and equipment to ensure that all plant materials are kept in healthy condition and are ready for transplanting at the appropriate time.
4. Assists in greenhouse growing, potting, and re-potting operations.
5. Operates equipment (tiller, auger, hand tools, etc.) to load and unload plant material and perform various landscape-related tasks.
6. May communicate with others to keep them aware of work progress and answer questions.
7. May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.
8. 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>
<b>Education</b>	High School	High school diploma or equivalent.
<b>Experience (yrs.)</b>	1	Experience in plant installation, care, 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

Basic knowledge of plant material and proper care/maintenance techniques. Ability to install, transplant, and maintain plant material.

#### Certification or Licensure Requirements

Valid driver's license.

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### 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

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