



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Greenhouse Specialist

JOB SUMMARY

Performs physical and skilled work in the care and maintenance of greenhouse operations and landscape beds. The work involves scheduling, supervising and participating in greenhouse functions and the maintenance of campus landscape beds. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Landscape Services, Asst. Supervisor, and Greenhouse Foreperson as required

Supervises: Groundskeeper I and Groundskeeper II

PRIMARY DUTIES - May include, but not limited to the following:

- Follows established horticultural techniques in the propagation of plants.
- Schedules planting of seeds and flowers.
- Divides and propagates plants.
- Maintains proper temperature and humidity within the greenhouse environment.
- Oversees the planting of flowers in landscape beds.
- Determines watering and nutritional needs of plant material.
- Prepares or mixes feeding materials and monitors the application schedule.
- Identifies and determines corrective action for insect and plant disease problems.
- Properly applies insecticides, fungicides and pesticides as needed.
- Oversees the delivery and arrangement of plants displayed in buildings, at special functions or in landscape beds.
- Receives and issues greenhouse materials and supplies.
- Maintains and cleans tools, equipment, and materials used in gardening and greenhouse operations.

Keeps the greenhouse and related areas operational, clean and hazard free.
Observes and enforces safety and security measures appropriate to work performed.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Specialized training in horticulture or greenhouse floriculture preferred.

EXPERIENCE

Two years of experience in the cultivation and propagation of landscape flowers and interior plants.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to perform in the field of lawn maintenance and landscape installation.
- Working knowledge of accepted horticultural techniques used in the propagation of flowering plants and interior ornamental plants.
- Ability to follow plans and instructions and to communicate these instructions to other employees.
- Ability to provide functional supervision and leadership to grounds keepers.
- Knowledge of safety hazards and safe working practices related to work performed.
- Ability to use a personal computer and other office equipment.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push; pull; reach; carry; lift; grasp; squat or stoop; bend and twist the body while performing essential duties; use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

Greenhouse Specialist
Date Issued: 06/07
FLSA: Non-Exempt
PTO: COVS

differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.