

Classification Specification: Horticulturist

Classification Number: 83832
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Oversees the day-to-day management of the teaching and research greenhouse facility. Provides instruction and assistance to, and consults with, undergraduate and graduate students. Maintains living plant collections and research plants. Coordinates teaching and research space and participates in public outreach activities.

Essential/Primary Duties

- Waters, prunes and repots plants for teaching and research plant collections. Prepares potting mixes. Researches plant characteristics and maintains proper labeling of plants. Grows specific plants for lab use as needed.
- Performs light maintenance work in immediate area around greenhouse facility. Ensures appropriate lighting, ventilation and watering are installed and working properly. Submits work orders for facility repair and maintenance.
- Assists teaching assistants and students with projects, lab sessions and other plant knowledge. Gives tours of the greenhouse to university students, employees and local school or other community groups.
- Assists in maintaining additional field lab areas used by students and faculty.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to operate and use manual and power custodial equipment
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.