

## Job Description

Title: Greenhouse/Grounds Specialist

CBA Position: KCSS

Department: Campus Operations

Reporting Manager: Director of Campus Operations

Direct Reports:

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B21

Band Range: \$33,491 - \$47,060

FY19 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD: 1803-GREEN-MNT

### Job Summary:

Support and maintain greenhouse operations for classroom utilization for Instruction while maintaining campus instructional gardens. This position will work with Grounds Worker – Lead to establish campus-wide flower beds and grounds.

**Supervisory Responsibilities:** None.

### Minimum Qualifications/Basic Job Requirements:

- Associate's Degree in horticulture or equivalent field
- 3-5 years' experience cultivating plants
- Illinois Pesticide Applicators License

### Illustrative Examples of Essential Functions:

- Maintains proper functioning of facilities and operation of greenhouse equipment; including the maintenance of the Environmental Control Systems for the greenhouse.
- Respond to equipment failures and alarms as necessary.
- Responsible for the opening and closing of the Greenhouse.
- Coordinate prepare and maintain campus instructional gardens. Plant and maintain outdoor planters, determine varieties and quantities to grow, purchase materials, determine production schedule, implement proper cultural care to various crops, install, maintain, and remove annual beds.
- Coordinate the use of facilities and instructional gardens. Ensure requests are met by instructional staff, and maintain an appropriate inventory and supply of necessary items.
- Perform other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Have an understanding of basic math skills
- Command understanding and knowledge of cultivation of crops, planning, gardening, and other knowledge related to the maintenance of a greenhouse
- Possess advanced skills of herbicide/pesticide application, equipment maintenance
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently

- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of gardens.
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

05/2018