

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, GREENHOUSE OPERATIONS

Reports To: Designated Supervisor

UW Job Code: 7281

UW Job Family: 53 – Agricultural Technicians

SOC Code: 45-2092

FLSA: Non-exempt

Pay Grade: 20

Date: 5-1-01 (revised 7-1-02; 2-19-03; 7-1-04; 7-1-06; 7-1-08)

JOB PURPOSE:

Perform, supervise and coordinate specific horticultural practices for the purposes of research, landscaping, teaching and general observation of plants; provide technical advice on special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise support staff; maintain work schedules and assign job duties related to project(s).
- Nurture plants, trees and shrubs used in research projects and/or campus landscaping including planting and transplanting seeds, seedlings and clippings, inspecting plants and plant beds, and watering as necessary; screen and mix soils for use in transplanting flowers and plants.
- Maintain proper greenhouse conditions.
- Responsible for designated outside areas including seedbed preparation, planting, fertilization, irrigation, cultivation, appropriate herbicide and pesticide application, and pruning trees and shrubs.
- Check operation of facility; maintain quality and safe operations; solve emergency problems on weekends or during evening hours as required; maintain cleanliness of greenhouse facility, which includes handling vandalism problems at site.
- Assist with special projects including designing, locating equipment and materials, or making special preparations for project/event.
- Perform or coordinate with Physical Plant or outside contractors' routine or preventive maintenance repairs on designated facility and equipment.
- Purchase or request materials, supplies and equipment; prepare budget requests and monitor expenditures; some positions are responsible for billing for services and/or making recommendations on operating budgets.
- Some positions may provide maintenance to and operate equipment such as tractors, sprinkler systems, hydraulic systems, rototillers, mowers, sprayers and other assigned equipment.

SUPPLEMENTAL FUNCTIONS:

- Check and record operation of designated machinery and equipment to maintain consistent quality of operation.
- Operate computer for recordkeeping, ordering and database work.
- Maintain greenhouse storage and work areas.
- Snow removal seasonally.

COMPETENCIES:

- Delegating Responsibility
- Consistency
- Safety Awareness
- Adaptability
- Quality Orientation
- Initiative

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Horticulture, Botany, Plant Sciences, or a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Some positions require a valid Wyoming Commercial Pesticide Applicator's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Greenhouse environmental systems and operations.
- Greenhouse management methods, materials and equipment.
- Plant, soil, and insect diseases.
- Horticulture including turf, flower, plant, tree and shrub requirements.
- Rules and regulations relating to safe chemical, pesticide and herbicide applications.
- Local water usage and conservation regulations and standards.
- Basic and routine mechanics to properly maintain mowing, irrigation or facility equipment.
- Supervisory methods and project management practices.
- Purchasing rules and regulations.
- Budget management.
- Basic computer software applications.

Skills and Abilities to:

- Plant and transplant seeds, seedlings, and clippings including inspecting plants, watering appropriately, weeding, cultivating, screening and mixing soil.
- Maintain greenhouse environmental system and monitor changes to environmental conditions.
- Recognize plant diseases or insect problems and effectively implement treatment.

- Solve emergency problems during evening and weekend hours.
- Request or purchase materials, supplies and equipment, as directed.
- Some positions establish an operational budget, monitor expenditures, and bill for facility\usage.
- Manage projects to meet multiple deadlines.
- Move heavy objects, stand, kneel, and crouch regularly.
- Effectively and safely mix and use chemicals, herbicides and pesticides.
- Use hand and power tools applicable to the trade.
- Design plant beds and other areas within or outside of the Greenhouse.
- Safely and efficiently operate, maintain and repair equipment, machinery, and tools used in the trade.
- Organize resources and establish priorities.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Standard greenhouse and outside environment; regular exposure to working in confined areas, hazardous chemicals, dirt, dust, noise, fumes and vapors; exposed to regular temperature and climate changes; seasonally subjected to adverse weather conditions when performing outdoor tasks.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.