



JOB DESCRIPTION

TITLE

Greenhouse Foreperson

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 and Assistant Supervisor, Landscape Services

Supervises: Greenhouse Specialist, Groundskeeper I, Groundskeeper II

ESSENTIAL 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.
- Plans, designs, and 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.
- 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

- Receives and issues greenhouse materials and supplies.
- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Three years of experience in the cultivation and propagation of landscape flowers and interior plants, including some experience as a lead person.

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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.

- Ability to use a personal computer and other office equipment, including related university software and email.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, 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

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: _____

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

Employee Printed Name: _____

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 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, gender, sex, sexual orientation, 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.