



**Position Title:** Part-Time Nursery Technician  
**Job Code:** 8300  
**Reports To:** Greenhouse Nursery Manager and Program Director  
**Grade:** C1  
**FLSA:** Non-Exempt

**Job Description:**

Assists the Greenhouse Nursery Manager with the daily upkeep and maintenance of the Landscape Technology/Greenhouse grounds and with any other functions and services of the program and/or facilities.

**Duties & Responsibilities:**

- Conducts appropriate repotting, plant propagation, weeding, and general management of nursery plants
- Maintains the potting area in good order
- Evaluates the environmental conditions of plants, such as irrigation, light and wind problems and reports these problems to the Greenhouse Nursery Manager
- Assists the Greenhouse Nursery Manager to prepare plants and sell plants both at the Nursery as well as plant sales on the main campus.
- Assists the Greenhouse Nursery Manager with facility concerns as they arise so as to maintain the nursery in good repair at all times

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Must be a student of the Landscape Technology program
- Previous horticultural/nursery experience a plus
- Must have good communication and interpersonal skills
- Must be self-motivated and be able to carry out assigned tasks.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name