



**Position Title:** Part-Time Orchid Technician

**Job Code:** 8300

**Reports To:** Department Chair

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

This is semi-skilled work in the care, maintenance, and cultivation of orchids in the greenhouse and the plants in surrounding botanical garden.

**Duties & Responsibilities:**

- Fertilize, spray, prune, transplant and water orchids and landscape plants
- Trim, shape, and replace orchids and landscape plants as needed
- Perform routine and minor maintenance on irrigation system and mist system
- Assist in general maintenance, clean-up and minor repairs as needed
- Apply herbicides and pesticides as instructed
- Responsible for picking up trash, weeding and application of mulch in greenhouse and botanical garden
- Perform other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- 6 months experience in the care and maintenance of palms
- Knowledge of palm maintenance, care, propagation and varietal differences
- An ability to read, write and follow directions written and verbally

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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