

Horticulturalist

Job Description

Position Information

Position Title	Horticulturalist
Position Number	FACMUNIO01*644
Department	Facilities Management
Reports to (Title)	Assoc. Director of Fac. Mgmt.-Grounds, Landscape & Hauling
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Horticulturalist performs landscape maintenance for woody and perennial species, landscape bed maintenance, creates, and suggests ways to enhance collections, and assists with planting projects. This position is an integral component of the Facilities Management Grounds Team. The Grinnell College Facilities Management Grounds and Landscape is responsible for managing all aspects of Campus grounds maintenance. This position will directly maintain and perform all tasks to a standard of horticulture excellence.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	Associate's degree or equivalent from two-year college or technical school
If a specific degree, certification, license, or registration is necessary, please list.	Bachelor's degree preferred
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Three years or more
Preferred Qualifications	State of Iowa certified pesticide applicators license in categories 3OT (turf/ornamentals) and 6 (right of way) Applicant should have experience in the operation of all equipment common to grounds/landscape. This will include, but is not limited to, tractors and attachments, skid loaders, all types of mowing equipment, hand power tools, particularly brush cutters and chain saws, and snow moving equipment. The applicant should have the ability to maintain and perform minor repairs on equipment common to grounds/landscape. The

applicant should have the ability to identify plant species, and they should have the ability to identify and control undesirable and invasive species.

FLSA Category	Non-Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Regular
Essential Staff (emergency situations)?	Yes
On-Call?	

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Maintains grounds and landscape operation, Snow removal. Ability and willingness to work flexible hours, including evenings, weekends, holidays, and special events as needed reports service/repairs needs to FM.
Percentage Of Time	100

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?	No
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If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor. General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

Computer Operations

Please check one of the following Basic personal computer skills including electronic mail, word processing, etc.

Travel

Please check one of the following No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data Under 1/3

- Essential or Marginal? Marginal

Effective communication skills 1/3 to 2/3

- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	Under 1/3
- Essential or Marginal?	Marginal
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Under 1/3
- Essential or Marginal?	Marginal
Making decisions of moderate to substantial consequence	Under 1/3
- Essential or Marginal?	Marginal
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Under 1/3
- Essential or Marginal?	Marginal
Working with numerous distractions	Under 1/3
- Essential or Marginal?	Marginal
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	1/3 to 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	1/3 to 2/3
- Essential or Marginal?	Essential

Concentrating - maintaining attention to details and task	1/3 to 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Over 2/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Over 2/3
Ascend or descend ladder	Under 1/3
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Over 2/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	1/3 to 2/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	Under 1/3

Please check one of the following Moderate physical activity performing somewhat strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	Under 1/3
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Over 2/3
Work near moving mechanical parts	1/3 to 2/3
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	Under 1/3
Toxic or caustic chemicals	Under 1/3
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	Under 1/3
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation., Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.), Outdoors but in an enclosed vehicle protected from extreme weather conditions.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Loud (examples: metal can manufacturing department, large earth-moving equipment)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.