

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Greenhouse Caretaker

Class Code: 5791

Pay Grade: 410

GENERAL CLASS DESCRIPTION:

Under general supervision, operates a greenhouse and is responsible for the production of plants used for teaching and research or campus planting.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Maintains a proper environment for greenhouse plants; establishes watering schedule and controls humidity, ventilation, temperature and light.
2. Plans and executed schedules for the propagation and planting of regularly stocked plants and others as requested by instructors or campus requirements.
3. Selects, orders, and applies insecticides and fumigants; and maintains and operates greenhouse equipment such as sprayers, dirt grinders and steam cleaners.
4. Maintains an inventory of supplies and equipment and keeps all records required for effective operations of the greenhouse.
5. Schedules and directs the work of temporary or part-time greenhouse workers; schedules tours, and provides general assistance and information to students, faculty, staff and visitors.
6. May prepare and perform seeding, planting, and maintenance of campus flower beds.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Ability to lift or move large containers of soil, sand or other materials.
2. Knowledge of horticultural plants and activities relating to culture and care and proper greenhouse environment.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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3. Ability to collect data and maintain accurate record for class and research activities.
4. Knowledge of pesticide application, storage and record keeping.
5. Knowledge of plant diseases and appropriate treatments.
6. Ability to communicate orally and in writing.
7. Ability to use and care for gardening tools, equipment and materials.
8. Ability to plan, direct and coordinate the work of others.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Four years of experience in the operations and maintenance of a greenhouse, or any combination of vocational training and experience from which comparable knowledge and ability can be acquired.
2. Successful completion of commercial certification tests for application of pesticides and be eligible for certification as required.

REVISION EFFECTIVE:

July 1, 1990