Head Nursery Specialist

**JOB PURPOSE:**
Coordinates work and participates in IU nursery and greenhouse operations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Plans work schedules and organizes activities of workers in the propagation, growing, maintenance, and planting of plants, shrubs, and trees for educational or ornamental use.

Monitors nursery and greenhouse stock for pest and disease.

Applies chemicals or pesticides as necessary.

Waters, prunes, shapes and fertilizes plants, shrubs, and trees.

Installs mulches and planting schemes according to drawings or blueprints.

Operates standard nursery and grounds keeping equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Advanced plant identification knowledge.

Nursery/greenhouse grower skills.

Knowledge of maintaining and planting trees, flowers, and shrubs.

Ability to read and interpret drawings and blueprints.

Ability to operate dump truck, tree spade, skid steer loader, tractor, power auger, tillers, mowers, and weed whip.

Ability to use basic gardening/horticultural hand tools.

Ability to lead, plan, and organize the work of nursery/greenhouse workers.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

Education: High school diploma or GED.

Experience: Three years nursery, greenhouse or landscape work; including one year experience leading
other workers.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University. Some positions may require an applicators license.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors, frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.