Nursery Assistant/Gardener

**JOB PURPOSE:**
Perform landscape installation tasks and assist Supervisor in the operation and maintenance of nursery and greenhouses.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Propagates, maintains and nurtures young plant stock. Monitors nursery and greenhouse stock for pest and disease. Applies chemicals as necessary.

Installs landscape designs by planting a variety of materials (trees, shrubs, flowers, etc.) in accordance with blueprints, drawings, sketches, or design specifications.

Prunes and shapes trees, shrubs and other plants for most desirable appearance using pruners, limb saws, hedge shears, and loppers.

Waters, fertilizes, and mulches plants.

Operates loader and mixer to prepare soil mixes and amendments. Operates multiple types of garden machinery and performs basic preventive maintenance.

Assists Supervisor with implementing seasonal projects by coordinating tasks of other helpers. Helps Supervisor with planning work schedules.

Monitors plant stock for pest and disease. Applies appropriate treatments when necessary including pesticide, fungicide, miticide, etc. Maintains records of chemical usage.

Performs grounds maintenance work including weeding, seeding, mowing, snow removal and other seasonal tasks.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of basic plant identification. Knowledge of maintaining and planting ornamental trees, flowers, and shrubs. Knowledge of basic pest control. Ability to read and interpret drawings and blueprints. Ability to use basic gardening/horticultural tools.

Ability to operate dump truck, tree spade, skid steer loader, tractor, power auger, tiller and other garden machinery.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**
**Education:** High school diploma or GED.

**Experience:** Two years greenhouse production or two years landscape or grounds-related maintenance experience with an emphasis on annual and perennial bed care.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University may be required.

**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 time indoors and outdoors with 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.