**Manager, Greenhouse/Nursery Operations Standard Job Description**

**Classification Title:** Manager, Greenhouse/Nursery Operations

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Manager, Greenhouse/Nursery Operations is responsible for all operational aspects of the plant growth facilities. Works with faculty, staff and student to provide specialized information regarding plants, to complete supply orders and to prepare invoices for the center. Supervises and provides oversight of the stockroom and departmental inventory processing.

**Essential Duties and Responsibilities:**

**40% Greenhouse Operations Management**

* Oversee the operation of all growth facilities.
* Monitor and control greenhouse environmental parameters to maximize plant growth.
* Maintain and troubleshoot greenhouse equipment, systems, and automation technology.

**20% Research Support and Expertise**

* Support researchers by providing expertise regarding specific requirements for different plant species and research projects.
* Assist researchers in setting up experiments within the greenhouse, providing technical expertise and support as needed.
* Record and maintain detailed accounts of greenhouse activities, including planting schedules and growth observations.

**10% Safety and Compliance**

* Enforce University safety protocols and guidelines within the greenhouse environment.
* Provide ongoing safety training to student workers, graduate students, and staff in the lab space.

**10% Inventory Management and Coordination**

* Work within the parameters of the greenhouse budget to maintain an inventory of greenhouse supplies.
* Coordinate the use and distribution of planting materials and equipment.
* Conduct routine data entry for departmental inventory as needed for equipment management.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in horticulture or very closely related field or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* Appropriate pesticide applicators license or ability to obtain one.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to communicate effectively with faculty, staff, students, clients, and other university personnel.
* Ability to manage resources and subordinates.
* Basic computer skills.

 **Machines and Equipment:**

* Computer
* Telephone
* Growth Chambers
* Various Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**