

# University of Houston – Clear Lake

## Position Description

Job Title: **Horticulturalist/Horticulture Specialist**

Job Code: **3635**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree in Horticulture or Floriculture or any equivalent combination of training and experience.	
Experience	Two to three years experience in greenhouse nursery production and landscape design. Ability to design flower bed patterns and use of color schemes in flower beds. Have the ability to plant, fertilize, trim, water and spray flower beds and ground covers of assigned areas on campus.	
License/Certification	Must have or be able to obtain a non-commercial applicators license for pesticides under Texas Department of Agriculture within one year of appointment.	

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Coordinates the operation of plant growth throughout the campus year round using annuals and perennial plants. Have the ability to assess the campus grounds to determine plant needs. Must be able to maintain all flower beds with weeding and fertilization of the beds. Must be able to work alone and in inclement weather under heat and cold conditions.**

Duties and responsibilities

% Time

Plan and organize the daily functions of plant and flowerbed care.	35
Maintain/care of all interior and exterior plants throughout the campus.	20
Maintain an inventory of plants within greenhouse and ensure quality growth.	15
Work with Grounds Supervisor for scheduling needed assistance when necessary.	15
Maintain inventory of necessary chemicals/fertilizers for horticultural needs. Maintain pesticide records, safety data sheets and schedules continuing education for non-commercial applicators license. Other duties as assigned.	15

*This position description describes the general qualifications, duties and responsibilities of work being performed.*