NURSERY AND GARDEN CURATOR

DEFINITION

Under direction, plans, coordinates and performs responsible work related to the propagation, growth and sale of various plant materials for the College’s environmental horticulture center; plans, organizes, coordinates and personally performs skilled work in coordinating and maintaining greenhouse and garden facilities available to horticulture students; works with the faculty and students and coordinates the practical garden program with the horticulture instructional program; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position class is responsible, under general direction of faculty and administrative staff, for the operation of a production garden and associated facilities in support of and in coordination with the College’s horticulture vocational curriculum. Successful performance of the work requires both program coordinative skills and highly developed technical skills and knowledge and the ability to communicate this knowledge to students. Responsibilities also include directing the work of short-term and student employees and instructing employees in safe work procedures.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, coordinates, oversees and performs complex technical work required to operate a production garden in an instructional setting
- Confers with faculty and administration to ensure appropriate interface with the classroom instructional program
- Oversees and personally performs skilled technical work in the planting, propagation, growth and sale of various types of plants
- Coordinates and oversees the identification, labeling and inventory of plant materials
- Coordinates the instructional plant material to be sold in the horticulture gift store and at the College’s annual Spring plant sale
- Demonstrates proper gardening techniques to students, answers questions and oversees their work in the horticulture facility
- Assists in hiring and directs the work of temporary hourly and student employees
- Coordinates work schedules and assignments to ensure adequate operation of the garden facility
- Trains staff and students in proper and safe work procedures and in the operation of equipment and supplies
- Provides input into the garden facility budget
- Initiates purchase orders and requests as required
- Maintains greenhouse and other facilities in a clean and orderly condition
- Performs routine maintenance of facilities and equipment and arranges for major repair
- Applies pesticides, fertilizer and other chemicals
- Ensures the safe use of such chemicals by others
- Maintains an inventory of supplies and equipment and orders materials as required
- Maintains accurate records and files and prepares reports and other written materials related to the work performed, using an on-line or personal computer system
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Methods and techniques of planting, transplanting, cultivating and maintaining a variety of plants, including vegetables and flowers
- Maintenance and operation of greenhouse equipment and facilities, including heating and sprinkler systems
- Soil preparation and enrichment techniques
- Methods and materials used in pest and insect control
- Use and minor maintenance of hand and power tools and equipment used in the work
- Techniques for dealing with individuals from diverse academic, ethnic, socio-economic and cultural backgrounds
- Basic budgetary and record keeping practices
- Standard office practices and procedures
- Business mathematics
- Basic supervisory principles and practices
- Safety practices and equipment related to the work
- Basic inventory control and purchasing practices
- Applicable codes and regulation

Skill in:

- Coordinating and overseeing the operation of a garden facility
- Interpreting, applying and explaining rules, regulations and technical horticulture subjects
- Planning, organizing and providing programmatic support to the environmental horticulture center
- Safely performing a variety of crop production and general gardening activities
- Recognizing common plants, plant diseases and insect pests and their control
- Planning, scheduling, assigning, directing and guiding others in technical areas and work procedures
- Exercising sound judgment and using initiative within policy and procedural guidelines
- Maintaining accurate records and preparing reports, using an on-line or personal computer system
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Desirable:

- Possession of a California Pest Control Advisor (PCA) license

Other Requirements:

- Must possess a valid California driver's license
- Must be willing to work out of doors in all weather conditions, on weekends and other off-hours as assigned, and with exposure to pesticides and other potentially hazardous materials, using appropriate safety procedures and equipment
- Must be willing to respond to emergencies in off-hours as necessary
- Must possess sufficient strength and stamina to safely lift and carry equipment weighing up to 90 pounds
- Must possess at time of appointment, a Qualified Applicator Certificate (Category D, and other categories as required)
QUALIFICATIONS (continued)

Education and Experience:

A typical way of gaining the knowledge and skills outlined is:

Equivalent to completion of two years of college coursework in agricultural sciences, biological sciences, pest management, horticulture or a closely-related field and three years of gardening experience, at least one of which is in a production setting. Additional college coursework as outlined above may be substituted for the experience on a year-for-year basis, to a maximum of two years.

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