

LABORATORY TECHNICIAN, HORTICULTURE

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, supports and facilitates instruction in horticultural science classes through the effective management of the nursery and greenhouse facility, supervision of student assistants and provision of hands-on instruction in horticultural methods; handles sales of nursery products and performs related work as required.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Maintains and manages the school's nursery facilities, greenhouses, storage, and landscape areas; supervises the growing of all nursery crops; performs general nursery work such as planting, propagating, soil mixing, watering, scheduling, fertilizing, environmental controls, etc.; procuring supplies, tools, equipment, etc. to maintain the designated EH (Environmental Horticulture) facilities. *
2. Maintains, monitors, repairs, and updates irrigation systems within the designated EH facilities, such as controller programming, nozzle decalcification, fertigation/chemigation systems, etc. *
3. Controls pests and weeds in the designated EH facilities; maintain current QAC/QAL for designated EH facilities with the California Department of Pesticide Regulation (DPR); complies with current laws and regulations put forth by the County Agriculture Commissioner; maintain Safety Data Sheets and legal documents required by DPR; maintains employee pesticide safety training records; calibrate application equipment.
4. Manages and oversees the student labor force in the instructional area; supervisory duties include assigning and reviewing work, instructing, coordinating activities, allocating personnel, managing schedules and timesheets, selecting new employees, recommending employee disciplinary action, etc.; ensures compliance with all applicable safety rules and procedures. *
5. Coordinates laboratory use with instructors; assists with lab set-up and clean-up. *
6. Provides oversight of the nursery products for sale, including inventory, receiving, establishing prices, labeling, marketability, and quality control; assists with the management of the Horticulture Club plant sales and student sales trainings, organizes public plant sales, including advertising and public relations. *
7. Maintains production records, sales records, and timesheets of student assistants; purchases supplies; receives supplies and equipment orders for programs; receives and deposits revenues to department administrative staff; maintains all the horticulture financial records including but not limited to sales records and sales tax. *
8. Assists instructors with the development of new experiments and demonstrations for laboratory activities. Provides input on industry standards/trends that should be incorporated into classes. *

9. Assists directly with Environmental Horticulture and Agriculture Sciences lab instruction; procures required supplies, tools, and equipment; trains students in the proper use and safety procedures for equipment such as tractors, trenchers, mowers, chain saws, edgers, blowers, etc. *
10. Monitors systems and creates work orders for any repairs/issues with computers or facilities; operates office equipment, including but not limited to, computers, copiers, laminators, labeling machine, credit card machine and point of sales systems to assist with instruction. *
11. Ensures facility security and lockup of greenhouses, equipment areas, chemical storage, offices, and classroom. *
12. Procures required supplies, tools, and equipment; coordinates the maintenance and repair of all tools and equipment. *
13. Represents Butte College to the public by conducting nursery tours, hosting professional events, setting up displays for recruiting events, etc. *
14. Provides plant material for general Butte College landscaping projects. *
15. Oversees the care of the nursery during weekends, holidays, and summer months. *
16. Travels to various District locations to deliver or pick up necessary materials or supplies.*
17. Receives and responds to inquiries and requests for technical assistance from students, staff, and the general public. *
18. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
19. Attends staff meetings and serve on a variety of District committees as requested.
20. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree*
- Two (2) years of experience directly related to the duties and responsibilities of this position and the area of assignment.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Possession of a Qualified Applicator Certificate (QAC).
- Possession of a Qualified Applicator License (QAL).
- Required to hold and maintain a valid driver's license.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Bachelor's degree.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Software applications and programs related to the scope of the assignment; Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Mobile devices and applications utilized by the District and/or college.
- Systematic plant-growing methods.
- The use of fertilizers and horticultural chemicals.
- The materials, tools, equipment, and practices used in the operation, care and maintenance of horticultural facilities and equipment.
- Applicable safety methods associated with department equipment and activities.
- Safe and proper handling and disposal of hazardous materials.
- Sales and marketing methods for horticultural products.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Operate and maintain horticultural tools and equipment.
- Oversee and provide direction to others and organize work schedules.
- Teach, implement, and follow safety rules and regulations.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Read and write at a level necessary for successful job performance.
- Make necessary mathematical computations with accuracy and speed.
- Utilize computer and keyboarding skills commensurate with the required functions for this position.
- Plan, organize, and prioritize workload to meet schedules and timelines.

- Independently apply good judgment in making sound and educated decisions.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed in a horticulture laboratory and/or nursery environment where inclement weather conditions exist; the incumbent is exposed to outdoor weather or wet and/or humid conditions. The incumbent may occasionally work on uneven or slippery surfaces. The incumbent is regularly exposed to a variety of hazardous materials including but not limited to toxic or caustic chemicals, pesticides, herbicides, and fertilizing materials. The incumbent works with heavy equipment and will be exposed to heavy vibrations, fumes, and/or airborne particles. The incumbent will be subject to constant interruptions by faculty, staff, and students and will encounter varied noise levels from normal to loud as determined by the activities related to the area of assignment.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.