



**University of Texas at El Paso  
Job Description**

**Job Code:** 5405  
**Job Title:** Horticulturist  
**Department:** Job may be available in different departments/divisions  
**Reports To:** In accordance with specific departmental policies  
**FLSA Status:** Non-Exempt  
**Prepared by:** Human Resource Services  
**Creation / Revision Date:** October 22, 2010

**Summary:** Supervises and coordinates activities of workers engaged in propagating, cultivating, and harvesting horticultural specialties such as trees, shrubs, flowering plants, flowers, and mushrooms.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Prepares and assigns work schedules for subordinates.

Propagates plants by seeds, cuttings, and divisions; and maintains greenhouse logs.

Supervises landscaping projects and recommends improvements in landscaping areas.

Determines types and quantities of plantings to grow; allocates space in structure and schedules growing activities.

Monitors timing and metering devices that control frequency, amount, and type of nutrient applications; regulates humidity, ventilation, and carbon dioxide conditions; dispense herbicides, fungicides, and pesticides to control infestations; maintains proper watering schedule for greenhouse plants.

Maintains inventory of propagation and growing equipment, supplies, and orders additional materials as needed.

Discusses plant-growing activities with management personnel to plan planting schedules.

Observes plants and flowers in greenhouses, pots, cold frames, and fields to ascertain condition such as leaf texture and bloom size.

Trains new employees in gardening and care-taking techniques such as transplanting, weeding, grading, and packaging activities.

Inspects facilities for signs of disrepair such as missing glass panes and clogged sprinklers, and delegates repair duties to ensure refurbishing or replacement of parts in environmental control structures and systems; ensures good housekeeping in greenhouse and worksites.

Manages greenhouse funds raised from annual plant sale and procures (credit card or purchase order) any plants not grown in greenhouse or plants needed in larger sizes than are available in greenhouse.

Maintains timecards and attendance reports.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.



**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Bachelor's degree from four-year college or university within area of assigned responsibility.

**Minimum Experience required:** Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Occasional travel to off-campus UTEP sites; may be required to use light or heavy equipment.

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to feel; reach with hands and arms and talk or hear. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, rubber boots, eye protection or face shields, dust mask, back belt, and rubber or leather gloves.

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

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.