



## Job Classification Description

**LANDSCAPE/HORTICULTURE TECHNICIAN/VTC**  
**VSC UP PAT Bargaining Unit**

**Grade 12**  
**Exempt**

### **BASIC FUNCTION**

To provide landscape design, installation and maintenance, including greenhouse stock during the spring and fall and to advise and assist with the college academic/horticulture programs. Plan, manage and maintain operations of the orchard; maintain expertise in field. Manage and oversee Vermont Tech Community garden.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- To plan and maintain a wide variety of landscaping projects for college grounds and the Veteran's Cemetery, including: layout and design, plant production, assess and perform pruning, fertilization, removal and replacement, watering, mulching and protection.
- Oversee and supervise scheduled and ongoing maintenance of lawns, perennial beds, annual plantings, trees and shrubs, including: main campus, veterans' cemetery, farmstead and greenhouse operations.
- Manage greenhouse operations, including: plant production, maintain materials inventory, maintain plant life, eradicate pests and manage greenhouses.
- Assist horticulture faculty with a variety of teaching duties, including: conduct and supervise labs, explain and demonstrate techniques, consult with students as needed. Provide workshops for visitors.
- Provide functional supervision to college grounds staff and a large number of student workers, including: assign projects, demonstrate and oversee work methods and schedule assignments.
- Maintain landscape/horticulture/orchard supplies, including: research and order materials, sort and store materials and tools, follow and inform other workers of safety requirements with chemicals, tools, etc.
- Assist/carryout design and testing of new materials, equipment, lab projects. Consult regularly with faculty to plan and evaluate specific lab activities and methods to evaluate student performance.
- Work with the Director of Physical Plant to coordinate and support ongoing maintenance and projects related to college grounds.
- Stay abreast of new and changing technology in the horticulture field.
- Plan, manage and maintain the operations of the Vermont Technical College orchard including: orchard maintenance, budget, materials inventory

maintenance, advertising, public and community relations, and staffing scheduling.

- Maintain expertise in field as related to orchard operations: sales, advertising, chemicals, pruning, layout and design.
- Oversight, management and supervision of the Vermont Technical College Community Garden including: planting, growing, harvesting of crops; garden maintenance and end of season clean-up; community relations; budgeting; advertising and working with vendors.
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- Perform related duties as assigned.

#### **SUPERVISION RECEIVED**

Minimal supervision is received from the Director of Physical Plant. Direction is received from the Academic Dean or other senior staff or faculty.

#### **SUPERVISION EXERCISED**

Functional supervision of several student workers.

#### **MINIMUM QUALIFICATIONS**

Associates or bachelors degree in an appropriate discipline, plus one or two years of relevant technical experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong academic background in horticulture and related fields.
- Extensive experience in grounds maintenance and landscape design.
- Good basic administrative and supervisory skills.
- Good teaching and advising skills
- Ability to deal effectively with a wide range of college personnel and individuals outside the institution.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**11/08**