



Job Description

Title: Greenhouse/Grounds Specialist

CBA Position: KCSS

Department: Campus Operations

Reporting Manager: Director of Campus Operations

Direct Reports:

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B21

Band Range: \$33,491 - \$47,060

FY19 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD: 1803-GREEN-~~MT145024~~ ET 7F4 12 Tf 1 0 0 1

Job Summary:

Support and maintain greenhouse operations for classroom utilization for Instruction while maintaining campus instructional gardens. This position will work with Grounds Worker – Lead to establish campus-wide flower beds and grounds.

Supervisory Responsibilities: None.

Minimum Qualifications/Basic Job c64 656. naf the E(S8(nvironmen32.1a10 gontrol3 5418 Tm0stemhouse)6. the

Able to cooperatively work with diverse groups of students and staff
Understanding of basic administrative processes and procedures
Understanding of Microsoft Office Productivity Suite
Understanding of basic computer operations and office equipment
Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of gardens.

This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

05/2018