CLASSIFICATION
Vocational Instructional Technician – Horticulture

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision; provides vocational instruction support in the horticulture program; plans, organizes, supervises and oversees the daily operations and activities of the District’s horticulture nursery; prepares equipment, materials, supplies and training aids for classroom instruction and student laboratory assignments; provides instruction and assists students in the proper use and operation of horticulture equipment; maintains a clean, safe and orderly learning environment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Vocational Instructional Technician – Horticulture is responsible for supervising and overseeing the daily operations and activities of the District’s horticulture nursery and supporting the instructional horticulture program, including ordering and maintaining an inventory of equipment, tools, supplies and materials and preparing equipment and materials for class instruction, demonstrations and student laboratory exercises. The incumbent is responsible for performing a variety of support functions to assist faculty in the general operation of the horticulture instructional program. The incumbent supervises the work of assigned work study students. Work assigned requires a detailed knowledge of subject areas applicable to the horticulture program and the ability to provide instruction to others in an effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and oversees the activities and operations of the District’s horticulture nursery, including green house, shade house, cold frames and outdoor areas; plans, organizes, coordinates and oversees planting, growth, fertilization and maintenance of a large number and variety of plant species, crops and landscaped areas; manages and oversees pest and disease control, weed eradication, turf care and applicable road surface maintenance.

2. Operates and oversees operation of a variety of heavy equipment and hand and power tools, including diesel tractor with implements, rear-tine tillers, chipper-shredder, lawn aerators, sod cutters, lawn renovators, pneumatic pruners, front throw and rotary lawn mowers; edgers; string trimmers, chainsaws, hedge trimmers and various hand and landscaping tools; installs, maintains, programs and repairs specialized, automated horticultural systems and equipment, including green house computerized climate control and smart watering systems, fertigation systems, nursery labeling machine, pond filtration and pumping system and outdoor irrigation systems.
3. Assists instructors in planning for and conducting class sessions; provides input on class session content and laboratory exercises; prepares samples and demonstrates techniques, processes and methods for students; tutors students in small groups or on an individual basis on class session or laboratory exercises material and demonstrated techniques, processes and methods; answers questions and monitors the work of students in completing lab assignments; provides instruction on the proper and safe use of equipment, tools and materials; issues tools and equipment for student use; organizes, prepares, sets-up and breaks-down student labs; develops and produces multi-media presentations for class sessions, as assigned.

4. Maintains horticulture laboratory equipment, materials, supplies and training aids; as necessary, inspects, troubleshoots, rebuilds, repairs, services and/or fabricates items required; refers to manuals, schematics, wiring diagrams and uses diagnostic tools to determine and repair causes of equipment malfunction; checks out and organizes tools required for student and laboratory use; inspects tools for damage and defects; recommends or sends items out for repair.

5. Supervises work study students assigned to the program; coordinates and assigns work; monitors and provides instruction on safe work practices and procedures; provides performance feedback.

6. Prepares requisitions and places orders to maintain an inventory of horticulture equipment, tools, materials and supplies; oversees off-loading of materials and equipment upon delivery; picks up ordered items from vendors when necessary; maintains security of lab equipment, materials and facilities; opens and closes lab.

7. Maintains computer, systems and software applicable to the program; performs general administrative and clerical duties in support of program activities, including: forecasting and monitoring expenditures, tracking budget accounts and maintaining fiscal records; maintaining purchasing and inventory records; preparing and submitting time cards, R.O.P. program reports and other paperwork for student workers.

8. Assists in maintaining a safe, clean and orderly learning environment to ensure the health and safety of instructors, students, work study assistants and staff; maintains, inspects, repairs and cleans nursery lab facilities and equipment or arranges for their repair and/or replacement; ensures proper storage and handling of hazardous materials.

**OTHER DUTIES**

1. Attends meetings, training sessions, trade shows and workshops as required.

2. As assigned, attends and speaks at advisory board meetings or other assigned events.

3. Assists in writing and submitting grant applications related to program.

**QUALIFICATIONS**

**Knowledge of:**

1. Methods and techniques of planting, transplanting, cultivating, fertilizing, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
2. Heavy equipment and vehicle operation and maintenance.
3. Principles, practices, techniques and methods used in horticulture to maintain and care for a wide number and variety of plant species, landscaped areas, turf and crops, to ensure weed and pest control and to treat plant diseases.
4. Operation and maintenance of a wide variety of heavy equipment and hand and power tools and equipment common to the trade.
5. Installation, operation and maintenance of a wide variety of automated systems used in the horticulture field, including outdoor irrigation systems, greenhouse computerized climate control and smart watering systems, fertigation systems and pond filtration and pumping systems.
6. Safe work methods and safety regulations pertaining to the work.
7. Basic mathematics.
8. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous materials and clean air requirements.
9. Methods and practices of student instruction and tutoring.
10. Administrative practices and procedures, including purchasing and record keeping.

Ability to:
1. Plan, organize and supervise the activities and operations of a large nursery in a learning environment.
2. Provide expertise and information on a wide variety of plants, crops, turfs, flowers, grasses, plant diseases, weed, insect and rodent pests and other specialized areas in the horticulture field.
3. Demonstrate work processes, methods and techniques to students clearly and effectively.
4. Install, operate and maintain a wide variety of automated irrigation, climate control and other systems used in nursery and crop management.
5. Operate and maintain a wide variety of heavy equipment and landscaping and other hand and power tools and equipment used in the work.
6. Follow, demonstrate and enforce safe work practices, safety precautions and safety policies and procedures when working with students and student workers.
7. Estimate necessary materials and equipment to complete assignments.
8. Read and interpret manuals, specifications and drawings applicable to the work.
9. Use basic mathematics to make calculations.
10. Organize, set priorities and exercise sound judgment within areas of responsibility.
11. Organize and maintain records and files.
12. Communicate clearly and effectively, both orally and in writing.

13. Understand and follow written and oral instructions.

14. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

15. Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of advanced nursery or farm supervision experience; or an equivalent combination of training and experience. An Associate's degree in horticulture is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**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 class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear conversations and equipment signal warnings. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District instructors, faculty, staff, students, the public and others encountered in the course of work.
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 employee works in a horticulture lab/nursery in outdoor weather or wet, humid (non-weather) conditions. The employee is regularly exposed to heavy vibrations, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The employee must occasionally work on uneven or slipper surfaces. The noise level is frequently loud.