

Len Busch Roses
Job Description

Job Title: Greenhouse Technician
Department: Production
Reports To: Production Supervisor
Prepared By: Human Resources, Production Supervisor
Prepared Date: 08/19/2008
Approved By:
Approved Date:

Summary

Working in a greenhouse setting to produce high quality flowers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Handles plants, bulbs, seedlings with care and attention. Uses multiple techniques to plant, weed, clean the plants and harvest flowers. Understands plant placement, how to properly water the plants, apply pesticides and other chemicals and looking for pests and plant diseases.
- Understands how to grade and bunch all types and varieties of flowers. Ability to use all types of grading machines and use of grading tables. Have knowledge of the standards for all flower types to harvest the highest quality product for our customers.
- Ability to support all team members, Growers and Assistant Growers to care for our plants at the highest level.
- Adhere to all safety and cleaning standards while applying chemicals and cleaning work area.
- Ability to understand time relationships within a process and within a schedule and how best to utilize labor and time in each. Has high attention to detail and can work with little or no supervision.
- Can work well in a culturally diverse team environment and can comprehend and execute instruction and procedures with accuracy and consistency given in English. Is able to accept direction and criticism well.
- Recommends process changes to improve productivity, safety and quality.
- Analyze different labels.
- Calculate accumulation of product.
- Providing punctual attendance.

Supervisory Responsibilities

This job has no supervisory responsibilities.

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.

Education and/or Experience

No prior experience or training.

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 4's, 10's, 12's, 25's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Solomon Inventory software.

Certificates, Licenses, Registrations

Other Skills and Abilities

Take ownership of assigned tasks.

Data entry.

Has attention to detail.

Able to work safely and adhere to safety standards

Ability to work independently with little or no supervision

Ability to work well in a culturally diverse team environment.

Ability to comprehend and execute verbal and written (English) instructions/procedures with accuracy and consistency.

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.

1) Amount of time spent: In an 8 hour day (employees typically work first shift hours with overtime as needed) an employee will:

- a. Sit 1-2 hours, while completing computer work/paperwork, during breaks, etc.
- b. Stand 3-4 hours, during harvesting, disbudding, popping heads, when using the computer, etc.
- c. Walk 3-4 hours, while walking to/from break areas, to/from greenhouses, up/down rows of flowers, etc.

Scale:	Never	Rare (1-5%/day)	Occasionally (6-33%)	Frequently (34-66%)	Constantly (67-100%)
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2) Positional Demands

- a. Cervical Flexion **Frequently** – while looking down to complete paperwork, while working in greenhouse harvesting, disbudding, popping heads, spraying, scouting, etc.; retrieving materials from low shelves, emptying garbage cans, etc.
- b. Cervical Extension **Occasionally** - looking up to retrieve material stored at high heights, when cutting tall flowers, when spraying above plants, etc.

- c. Cervical Rotation **Frequently** – to view work area, when placing flowers on conveyor, when retrieving stock materials from shelves, while pushing a dolly/cart filled with materials to view path, etc.
- d. Trunk Flexion **Frequently**- when retrieving materials from shelves, pallets, carts and buckets at low levels, to view path when pushing carts, while working in greenhouse harvesting, disbudding, popping heads, spraying, scouting, etc.; retrieving materials from low shelves, emptying garbage cans, etc.
- e. Trunk Extension **Occasionally** - looking up to retrieve material stored at high heights, when cutting tall flowers, when spraying above plants, etc.
- f. Trunk Rotation **Frequently**- to view path when pushing carts; while working in greenhouse harvesting, disbudding, popping heads, spraying, scouting, etc.; retrieving materials from low shelves, emptying garbage cans, etc.
- g. Squatting **Occasionally** – when retrieving items from pallets, shelves, carts and buckets at low levels; when cutting flowers at low levels, during general clean-up etc.
- h. Kneeling **Rarely** – when retrieving items from pallets, shelves, carts and buckets at low levels as an alternative to squatting, etc.
- i. Reach at/Above Shoulder **Frequently** –while working in greenhouse harvesting tall plants (sample 49”), spraying, when retrieving product from storage area, to turn on water spigot (69”) to fill buckets, when placing roses on grading conveyor (600 stems in 30 minutes), when placing flats on overhead conveyor (64”), etc.
- k. Reach Below Shoulder **Constantly** – while working in greenhouse harvesting, disbudding, popping heads, spraying, scouting, etc.; when grading flowers, when retrieving materials from low shelves, emptying garbage cans, etc.
- l. Firm Grasping **Constantly** –pushing/pulling carts, handling individual and buckets/boxes of flowers and bouquets, when cutting with clippers, emptying garbage, etc.
- m. Fine Manipulation **Frequently** – while completing paperwork and using computer/mouse/keyboard, while working in greenhouse harvesting, disbudding, popping heads, spraying, etc.; when grading flowers, etc.
- n. Climb Stairs/Ladder **Rarely** – when stepping up to conveyor at rose grading machine (7” step up to platform)
- o. Repetitive Foot Mvmt. **Never**
- p. Balance **Occasionally** – on even surfaces only when leaning over to reach plants for harvesting, disbudding, popping heads, etc.
- 3) Lifting Demands**
- a. Waist to Waist Lift **Frequently** – flats of flowers (38.5#), buckets of flowers, (weights vary depending on amount of water in bucket and type of flower -

samples 14.5#, 19#, 26#), flower bundles (.5#-1.5#), bags of ammonium (55# bag), fertilizer (50# bag), etc.

b. Waist to Floor Lift

Frequently – flats of flowers (38.5#), buckets of flowers, (weights vary depending on amount of water in bucket and type of flower – samples 14.5#, 19#, 26#), flower bundles (.5#-1.5#), bags of ammonium (55# bag), fertilizer (50# bag), etc.

c. Waist to Eye Lift

Occasionally – when pulling flowers (.5#) out of wire rack, when placing flowers on high rack (44”) or overhead conveyor (64”), hose and sprayer when spraying tops of plants, when retrieving product from storage area (cart shelf height 59”), etc.

4) Carrying Demands

a. Bilateral

Occasionally – flats of flowers (38.5#), buckets of flowers, (weights vary depending on amount of water in bucket and type of flower -samples 14.5#, 19#, 26#), flower bundles (.5#-1.5#), bags of ammonium (55# bag), fertilizer (50# bag), etc.

Frequently – buckets of flowers, (weights vary depending on amount of water in bucket and type of flower -samples 14.5#, 19#, 26#), garbage bags (sample 15#), flower bundles (.5#-1.5#), etc.

5) Push/Pull Demands

a. Push/Pull

Occasionally – pushing carts within any of the production or warehouse area, (force varies based upon cart used and amount of material on the cart; sample push 16.5#, 20#, pull 12#, 24#); opening/closing sliding doors (12-13#), etc.

Specific vision abilities required by this job include close vision, distance vision and color vision. Must be able to focus vision to scout for small insects/disease on the plants.

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 frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and extreme cold. The noise level in the work environment is usually loud.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Communicates changes and progress.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to

others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse work force
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are

covered when absent; Arrives at meetings and appointments on time.

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Other Qualifications