

approved

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

Position Title: Student Departmental Aide

Must work 10 hrs/wk.

1 Grade Level: 1-2

2a Description: The following are the essential duties for a Departmental Aide in the Department:

- A. Assist in planting and care of annual and perennial flower beds
- B. Assist in planting and care of trees and shrubs
- C. Assist in grounds maintenance campus wide
- D. Assist in general cleanup efforts campus wide
- E. Performs other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:

- A. Assist in trash cleanup
- B. Assist in recycling
- C. Assist in general labor related to Facilities Management
- D. See that the workplace and environs are clean.

3 Learning Opportunities:

- A. plant identification - flowers, trees, shrubs, weeds
- B. equipment operation
- C. pesticide use
- D. basic hand tool use and maintenance
- E. proper pruning techniques
- F. horticulture conferences/workshops

4 Basic Qualifications:

- A. General: Interest in Horticulture
- B. Skill: Driver's license and College's Defensive Driving
- C. Physical: Moderate manual labor
- D. Academic: Average or above

5 Desirable Qualifications:

- A. able to operate hand tools, tractor, rototiller and other farm implements
- B. able to work with people
- C. knowledge of plant care

6 Narrative Summary: This is a position which exposes the student to basic plant maintenance. This

is an introductory level in regard to detail. Menial jobs (weeding, mulching, watering) will be assigned with little or no supervision. More complicated work experiences will be under the tutelage of a student manager or horticultural assistant.