

## **Sul Ross State University Position Description**

**Official Title:** Environmental Lab Manager **Salary Group:** Unclassified Level **Job Code:** 3257

### **Summary**

**Function:** Directs operations and supervises student employees at University greenhouses, demonstration gardens, and at the Experimental Field Plot/Vineyard.

**Scope:** Coordinate all operations dealing with plant propagation and maintenance, maintains the experimental vineyard, assists in undergraduate and graduate plant research projects and lab activities, and provides botanical lab materials.

### **Duties**

**Essential:** Direct operations and work at greenhouses, native plant demonstration garden; experimental field plot & vineyard, carries out plant research; supervise workers; perhaps other supervisory duties and work responsibilities. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

**Received:** General instructions and work periodically reviewed by department head or other designated Biology faculty.

**Given:** Supervise student employees.

### **Education**

**Required:** B.S. in biological sciences with substantial training and interest in botany.

**Preferred:** M.S. in biological sciences

### **Experience**

**Required:** Experience in greenhouse work.

**Preferred:** Supervisory experience.

### **Equipment/Skills**

**Required:** Must enjoy some physical labor.

**Preferred:** Plant propagation and maintenance; viticulture; mechanical grass and weed materials. Use of a personal truck a bonus, will compensate use.

### **Working Conditions**

**Usual:** Outdoors in vineyard and in greenhouses and gardens. Hours are irregular.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Personnel Director.

Date revised: Mar, 2014