

**WVSU Research and Development Corporation  
Gus R. Douglass Land-Grant Institute**

**Job Description**

**Job Title:** Greenhouse and Field Manager

**Department:** Gus R. Douglass Institute (GRDI) - Agricultural and Environmental Research Station (AERS)

**Reports To:** Associate Director of Research

**FLSA Status:** Exempt

**Prepared By:** Human Resources and Civil Rights Compliance Office

**Job Summary**

The Greenhouse and Field Manager is responsible for the operation, management and maintenance of the WVSU Research and Development Corporation GRDI AERS greenhouse facilities, field plots (on and off campus) and the display and trial gardens. The Greenhouse and Field Manager provides and supervises the care of the AERS Plant Science Facilities, ensures the proper functioning of the greenhouse, growth chamber, and irrigation controls, and interacts with and advises greenhouse users on issues regarding plant culture, propagation and greenhouse use and supervises up to five employees.

Working in collaboration with the WVSU R & D Corporation Gus R. Douglass Institute staff, the Greenhouse and Field Manager will provide support for the Institute's mission: "to aid in the academic, technological, economic, and social advancement of the State of West Virginia by identifying resources and programs pertinent to the progression and dissemination of knowledge and services by way of research, teaching, and extension."

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

Technical Assistance (65%)

Curriculum and Program Development (15%)

Instruction (15%)

Administrative (10%)

Other Duties as Assigned (5%)

**Description of Essential Duties**

**Technical Assistance (65%)**

- Keep abreast of scientific and applied research on areas pertinent to the respective field of work.
- Provide technical assistance to Research, Extension and other staff in areas of expertise.
- Provide consultation, technical assistance, and education to a diverse audience of stakeholders.
- Represent West Virginia State University Research and Development Corporation with appropriate individuals, agencies, and organizations on a state, regional, national, and international basis.

- Organize, participate in, and evaluate training and meetings in areas of expertise.

### **Curriculum and Program Development (15%)**

- Identify and design research projects to promote improved programs for the citizenry of West Virginia and the Appalachia region.
- Work collaboratively with Researchers, Extension staff and other personnel to provide leadership for interdisciplinary programs. This includes programs with West Virginia University, WV Department of Agriculture and other university partners as well as external agency and organizational partners.
- Plan, develop, implement, and assess programs, curricula, and products for use at the AERS Plant Science Facilities.
- Give major emphasis to coordinating the efforts of interdisciplinary teams addressing major issues facing agriculture in West Virginia (including issues that cross program areas)

### **Instruction (15%)**

- Work with staff to identify in-service needs of AERS and Extension personnel and develop a plan to meet those needs.
- Maintain accurate records on participants and program evaluations.
- Participate in the program delivery process with AERS and Extension personnel at all levels.
- Support and participation in exhibitions, such as fairs and festivals, throughout West Virginia to provide opportunities for informal interaction and education of the citizenry of the state.

### **Administrative (10%)**

- Direct and coordinate greenhouse, field plot and display/trial garden budgets for the position including monitoring of grant funds obtained and expended to meet any requisite reporting requirements.
- Collaborate with WVSU R & D Corp. Research and Extension personnel, as well as local, state, and federal agencies in order to expand program resources.

### **Other Responsibilities as Assigned (5%)**

- Conduct activities to foster a positive public image of WVSU R & D Corp. Agriculture and Environmental Research Station, West Virginia State University Research and Development Corporation Extension, The Gus R. Douglass Land-Grant Institute, and West Virginia State University as an 1890 Land-Grant Institution.
- Share leadership in Research and Extension's commitment to employ and provide programming for the diversity represented in West Virginia's population.
- Other duties as assigned.

### **Supervisory Responsibilities**

Directly supervises student employees in the AERS Greenhouse, Field Plots, Display and Trial Gardens and other sites. The Greenhouse and Field Manager will carry out supervisory responsibilities in accordance with the WVSU R&D Corporation's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and

directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **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.

The ideal candidate will be detail oriented, well-organized, enthusiastic and able to appreciate goal-based research and development. Demonstrated success in working as part of a team and initiating collaborative partnerships is sought. Candidates must be willing to work flexible hours with a minimum of supervision.

### **Education**

A bachelor's degree from an accredited College or University in a plant science related field required. Master's degree preferred.

### **Experience**

A minimum of three (3) years experience is required. Greenhouse or field facility management experience preferred. Incumbent must have knowledge of integrated pest management principles and practices, working knowledge of fertilizers, pesticides, including how, why and when to apply; accordingly apply relevant safety and legal requirements, the correct use of related equipment and be able to teach and certify workers in such. Candidate must have strong written and oral communication skills and experience in working with diverse clientele and organizations with a verifiable history of managing people.

### **Language Skills**

- Ability to read, analyze and interpret technical procedures, professional journals, general business periodicals, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Reasoning Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Computer Skills**

To perform this job successfully, an individual should have:

- Knowledge of computers and applications including Microsoft Office Suite programs, specifically Word, PowerPoint, Publisher, Access and Excel.
- Knowledge or ability to learn specialty software to control greenhouses, growth chambers and irrigation systems

## **Other Qualifications**

- Must have or be able to acquire and maintain a valid WV driver's license
- Must have or be able to obtain and maintain a WV Pesticide Applicator Certification. If not currently licensed, must attain within six months of employment.
- Must be able to travel both in and out of state.

## **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 often exposed to moving mechanical parts and vehicles. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

## **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.

The Greenhouse and Field Manager is expected to handle varying work conditions, which require close concentration, visual attention and the need for manual and/or physical dexterity. He/she must be able to work sometimes in extreme weather conditions. While performing the duties of this job, the employee is regularly required to stand, walk, sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision requirements for this job include close and distance vision, color and peripheral vision and depth perception.

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

- Maintain the physical integrity of the greenhouse and ensure proper function of environmental controls.
- Uphold the physical integrity of the field plots, display/trial gardens, and irrigation systems.
- Monitor major building/facility maintenance issues and submit work orders/contracts for building maintenance and repairs.
- Assist administrators and staff in the development and implementation of new agricultural facilities (e.g., greenhouses, etc.).
- Coordinate with physical facilities personnel for work to be done in a way that minimizes negative impacts to ongoing projects and the environment.
- Configure and program software and monitor computerized environmental control systems for changing conditions in greenhouses, growth chambers and irrigation systems.
- Develop maintenance schedules for greenhouse structures, field plots, gardens and equipment.
- Provide, coordinate and supervise facility maintenance as needed.
- On call 24 hours/day, 7 days/week to solve problems with the environmental control systems.
- Conduct repairs by diagnosing problems and replacing defective components, writing work orders or hiring contractors.
- Develop written protocol and flow-charts for diagnosing hardware malfunctions.
- Oversees all facilities and equipment inventory for greenhouses, growth chambers and field plots to ensure their proper use, care and maintenance.
- Coordinate the purchase, inventory and repair of greenhouse/field equipment and supplies.
- Interact with researchers and student to improve the greenhouse/field plot use.
- Advise and assist faculty and students regarding plant culture, plant nutrition, experimental design, materials and methods options, and maintenance of plant experiments.
- Maintain records of methods pertaining to plant culture used in greenhouse/field projects and their outcomes.
- In collaboration with the greenhouse and field users group, manage facility space allocation for research and teaching projects.
- Supervise employees and provide outreach.
- Develops and manages pest management program, HAZMAT program including area safety program.
- Oversees trainings, meetings and maintains documentation for sprayers and employees in the greenhouses (Worker Protection Standards, fork lift procedures, pesticide applications) for outside agency references.
- Controls and coordinates supplies in chemical storage, its legal and required safety documentation and worker procedures to handle such products.
- Develop and maintain the greenhouse website to provide current information on greenhouse use to researchers, students and the public.
- Coordinate and conduct tours of the greenhouse/field/gardens, and participate in appropriate outreach activities.
- Provide and supervise plant care for research projects in consultation with research PIs.
- Acquire plant material and supplies to support greenhouse/field/garden projects.

- Monitor all plants for insects and diseases.
- Identify pests and provide appropriate control measures.
- Maintain records and inventory of fertilizers, pesticides and hazardous chemicals.
- Maintain records of pesticide use and operate in compliance with Environmental Protection Agency and Worker Protection Standards.

## **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.

Interpersonal Skills - Focuses on solving conflict; maintains confidentiality; listens and respects other's opinions and ideas; tries innovative solutions to specific problems.

Oral and Written 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; 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; works well in a diverse workforce; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

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 and Quantity - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality; meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

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.

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.

**Salary:** Commensurate with qualifications and experience. Position is contingent upon continued funding.

**Closing Date:** until a suitable applicant is identified.

**To apply, please send:** (1) a letter of interest, (2) resume, and (3) three professional letters of reference.

**Send application materials to:**

West Virginia State University  
Research and Development Corporation  
Gus R. Douglass Land-Grant Institute  
Human Resources Office  
POB 1000, Campus 200 East Hall  
Institute, WV 25112-1000

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