

Academic Support Job Family: **Field/Greenhouse Assistant Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Field Assistant I INDIVIDUAL CONTRIBUTOR	Field Assistant II INDIVIDUAL CONTRIBUTOR	Field Assistant III INDIVIDUAL CONTRIBUTOR	Field Coordinator INDIVIDUAL CONTRIBUTOR	Senior Field Coordinator INDIVIDUAL CONTRIBUTOR
	Perform/be able to perform most or all of the duties and responsibilities of the Field Asst. I level.	Perform/be able to perform most or all of the duties and responsibilities of the Field Asst. II level.	Perform/be able to perform most or all of the duties and responsibilities of the Field Asst. III level.	Perform/be able to perform most or all of the duties and responsibilities of the Field Coordinator level.
Perform daily greenhouse and grounds maintenance; provide snow removal from sidewalks and parking areas.	Perform daily greenhouse and grounds maintenance; mow lawns and prune trees/shrub; provide snow removal from roads, sidewalks and parking areas.	Perform daily greenhouse and grounds maintenance; mow lawns, prune and remove trees/shrub; operate turf aeration and de-thatching equipment and applies broad-leaf weed control. Provide snow removal from roads, sidewalks and parking areas.	Oversee and coordinate grounds maintenance utilizing horticultural best practices including turf, trees, shrubs, garden plantings, snow removal and seasonal displays. Perform seasonal maintenance such as repair of cold frames and sash, apply and remove greenhouse shading.	
Water plants in greenhouses, including weekend rotations.	Water plants in greenhouses, including weekend rotations.	Water plants in greenhouses, including weekend rotations.	Participate in weekend watering duties as needed.	
Record temperature and precipitation data.	Record measurements of temperature, precipitation, and other data.	Perform daily measurements of weather, growth patterns, care of planting, etc. Assist in identifying alterations for improved growing conditions and work efficiency.	Identifying alterations for improved growing conditions and work efficiency. Evaluate need for thermostat recalibration.	

Field Assistant I INDIVIDUAL CONTRIBUTOR	Field Assistant II INDIVIDUAL CONTRIBUTOR	Field Assistant III INDIVIDUAL CONTRIBUTOR	Field Coordinator INDIVIDUAL CONTRIBUTOR	Senior Field Coordinator INDIVIDUAL CONTRIBUTOR
	Operate tractors, mowers, sprayers, pressure washer, edgers, spreaders and gardening hand tools. Maintain hand tools, mower blades and lubrication points on power equipment.	Masterful operation and preventative maintenance of tractors, fork-lift, back-hoe, mowers, sprayers, edgers, spreaders, power tools and chainsaws.	Ensure safe operation and maintenance of equipment. Train and mentor Field Assistants in operations mastery and preventative maintenance.	
		Document and report all irrigation water usage as required by Cornell's Office of Environmental Compliance.	Assist with maintenance and updating of application, applicator and pesticide database and irrigation water usage to ensure compliance with NYS Department of Environmental Conservation (NYSDEC) regulations.	Oversee, update and maintain application, applicator and pesticide database and irrigation water usage to ensure compliance with NYS Department of Environmental Conservation (NYSDEC) regulations.
	Maintain equipment; responsible for minor repairs. Responsible for reporting needed repairs and maintenance for grounds equipment to Supervisor.	Maintain equipment, preventative maintenance and higher technical repairs. Skilled in grounds equipment maintenance and repair and can perform routine repairs independently.	Maintain and inspect equipment; oversee grounds equipment preventative maintenance and repairs. Lead preventative maintenance.	
	Under supervision, assist with maintenance of insect and disease management program including proper established practices of sanitation, monitoring, scouting and application of pesticides for optimal plant growth.	Recommend pest control methods using IPM best practices. Knowledgeable in plant physiology and optimal growing conditions for research crops.	Assist Supervisor in establishing and implementing pest control protocols using least toxic methods. Advise greenhouse users of effective scouting techniques; ensure all safety and BMP requirements are met.	
	Perform materials handling of fertilizers, potting materials, etc.	Assist with plant placement for campus-wide plantings. Recommend plants and horticultural practices to improve campus aesthetics.	Assist supervisor with plant selection and placement for campus-wide plantings. Oversee and train staff in horticultural best practices.	
	Remove/dispose of trash, soil and other waste in compliance with safety protocols.	Remove/dispose of trash, soil and other waste in compliance with safety protocols.	Ensure removal/disposal of trash, soil and other waste in compliance with safety protocols and environmental stewardship.	

Field Assistant I INDIVIDUAL CONTRIBUTOR	Field Assistant II INDIVIDUAL CONTRIBUTOR	Field Assistant III INDIVIDUAL CONTRIBUTOR	Field Coordinator INDIVIDUAL CONTRIBUTOR	Senior Field Coordinator INDIVIDUAL CONTRIBUTOR
		Assist with operation and maintenance of Containerized Soil Leaching Evaporation and Degradation Systems (CSLEDS).	Perform operation and maintenance of Containerized Soil Leaching Evaporation and Degradation Systems (CSLEDS). Provide recommendations to standard operating procedures.	Evaluate, modify and enforce standard operating procedures for Containerized Soil Leaching Evaporation and Degradation Systems (CSLEDS) and use of facilities.
	Assist with minor greenhouse structural repairs when required.	Detect and report unsafe greenhouse structural conditions or damage to Supervisor. Assist with minor Greenhouse structural repairs when required.	Detect and promptly report unsafe structural conditions or damage; coordinate repairs with Facilities Services. Lead coordinated efforts.	
	Ability to mechanically trouble-shoot greenhouse alarms as identified by Facilities staff or other greenhouse staff.	Monitor facility mechanical and environmental controls equipment and trouble-shoot greenhouse alarms with ability to utilize greenhouse control system logic in problem solving.	Monitor facility mechanical and environmental controls equipment. Complete knowledge of greenhouse environmental control system.	
	Able to properly identify common pests and pathogens and identify potential effective controls.	Knowledgeable in IPM best practices including beneficial use, sanitation, prevention, pesticide side-effects and effective complexity of pest management in greenhouses.	Collaborate with greenhouse users to ensure needs are met for producing plants that are in high quality condition. Implement IPM strategies and plans.	
	Spray and/or fumigate under the supervision of Certified Pesticide Applicator as Apprentice or Technician.	Spray and/or fumigate. Full Certified Pesticide Applicator License in 1A and 3A.	Spray and/or fumigate or assign daily spray assignments. Full certification in all applicable categories (example 1A, 3A and 7A).	
			Coordinate routine fieldwork and work requests; responsible for training of employees in related field.	Coordinate multiple field applications and direct fieldwork staff; keep supervisor apprised of performance issues.
			Communicate with vendors and greenhouse workers to order necessary supplies. Track and submit monthly billing for soil, fertilizer and other greenhouse products.	

Field Assistant I INDIVIDUAL CONTRIBUTOR	Field Assistant II INDIVIDUAL CONTRIBUTOR	Field Assistant III INDIVIDUAL CONTRIBUTOR	Field Coordinator INDIVIDUAL CONTRIBUTOR	Senior Field Coordinator INDIVIDUAL CONTRIBUTOR
	Record, file and report proper documentation for pesticide applications.	Record, file and report proper documentation for pesticide applications. Conduct annual pesticide inventories and identify expired or replacements needed. Facilitate expired pesticide disposal with Geneva EH&S and comply with NYS Department of Environmental Conservation and Environmental Protection Agency.	Maintain accurate pesticide application records utilizing computerized systems to ensure that greenhouses are in compliance with current Best Management Practices (BMP) and comply with by NYS Department of Environmental Conservation and Environmental Protection Agency. Record/report weather information using computerized programs. Supervise annual pesticide inventory and SHEM quarterly reminders.	Ensure that pesticide application records are kept and filed in strict compliance with protocols and processes required by NYSDEC and Environmental Protection Agency (EPA) for pesticide applications
			Provide recommendations for best practices; suggest projects that enhance operations of greenhouses or add to overall mission and aesthetics of the campus.	Collaborate with project leaders to determine best practices in accordance with research needs; endorse projects that enhance operations of greenhouses or add to overall mission and aesthetics of the campus.
			In absence of supervisor, assume lead role in assigning daily tasks; on call for off-hours alarms.	In absence of supervisor, assume management role in assigning daily tasks and follow through to ensure completion.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10387 FIELD ASSISTANT I, BAND A	10388 FIELD ASSISTANT II, BAND B	10389 FIELD ASSISTANT III, BAND C	10390 FIELD COORDINATOR, BAND D	11556 SENIOR FIELD COORDINATOR, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school Diploma and up to 1 year relevant experience or equivalent combination	High school Diploma and up to 2 years’ relevant experience or equivalent combination	Associates Degree and up to 2 years’ relevant experience or equivalent combination	Associates Degree and 2 to 4 years’ relevant experience or equivalent combination	Associates Degree and 4 to 6 years’ relevant experience or equivalent combination
IMPACT	Affects immediate department.	Extends beyond department.	Extends beyond department.	Extends beyond department.	Extend beyond college/unit.
CONTACTS - INSIDE	Assist others. Cooperation of task completion.	Assist others Cooperation of task completion	Coordinate activities. Contribute to group projects.	Coordinate activities. Contribute to group projects.	Coordinate activities Cooperation of task completion. Provide guidance or instruction.
CONTACTS - OUTSIDE	Limited contact.	Limited contact.	Limited contact.	Straightforward business. Provide factual information. Handle confidential information.	Conduct somewhat complex business activities. Obtain involved information. Provide detailed response.
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures.	Provide information or instruction on policies/procedures.	Provide information or instruction on policies/procedures.	Provide training and instruction on equipment, instruments, machinery, methods.	Provide training and instruction on equipment, instruments, machinery, methods.

FACTOR PROFILE	10387 FIELD ASSISTANT I, BAND A	10388 FIELD ASSISTANT II, BAND B	10389 FIELD ASSISTANT III, BAND C	10390 FIELD COORDINATOR, BAND D	11556 SENIOR FIELD COORDINATOR, BAND E
SUPERVISION	None given.	Students. Temporaries. On-the job training.	Students. Temporaries. On-the job training.	Group leader. Full responsibility for students, temporaries, and employees who do similar work.	Section leader Assigns and reviews work. Recommend hiring and participate in performance appraisals.
COMPLEXITY	Task relate to one specific area of work.	Task relate to one specific area of work.	Entire field tasks.	Focus on an entire field and generally on related areas.	Focus on an entire field and related areas.
LEVEL OF DECISION MAKING	Responsible for making routine decisions within limits prescribed by established policies or by supervisor.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities.
FREEDOM OF ACTION	General supervision. Proceeds alone on regular tasks. Refers questionable situations to supervisor.	General supervision. Proceeds alone on regular tasks. Refers questionable situations to the supervisor.	Very general supervision. Resolves most questions. Accomplish most tasks alone. Keep supervisor informed of progress.	Very general supervision. Resolves most questions. Accomplish most tasks alone. Keep supervisor informed of progress.	Little guidance to accomplish work activities. Rarely refers situations to the supervisor. Accomplish most tasks alone. Keep supervisor informed of progress.
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work	Limited responsibility, OR is position's area of work.	Limited responsibility, OR is position's area of work.	Provide standard responses to inquiries.	Provide detailed responses to inquiries.
SUPPORT SKILLS – COMPUTER	Limited responsibility, OR is position's area of work.	Limited responsibility, OR is position's area of work.	Limited responsibility, OR is position's area of work.	Use business or technical programs for data input or word processing to create documents or reports	Use advanced business or technical programs for data input or word processing to create documents or reports.

FACTOR PROFILE	10387 FIELD ASSISTANT I, BAND A	10388 FIELD ASSISTANT II, BAND B	10389 FIELD ASSISTANT III, BAND C	10390 FIELD COORDINATOR, BAND D	11556 SENIOR FIELD COORDINATOR, BAND E
WORKING CONDITIONS - PHYSICAL	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.
WORKING CONDITIONS - VISUAL	Close concentration and visual attention.	Close concentration and visual attention.	Close concentration and visual attention.	Close concentration and visual attention.	Close concentration and visual attention.
WORKING CONDITIONS - HAZARD	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions; or equipment requiring constant attention. Safety gear is required in some aspects of work.	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions; or equipment requiring constant attention. Safety gear is required in some aspects of work.	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions; or equipment requiring constant attention. Safety gear is required in some aspects of work.	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions; or equipment requiring constant attention. Safety gear is required in some aspects of work.	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions; or equipment requiring constant attention. Safety gear is required in some aspects of work.