

JOB DESCRIPTION:	Arboretum Technician		
DEPARTMENT:	External Affairs-Rural Southwest New Mexico Integrated Urban Forestry Grant Project (RSNMIUFP)		
REPORT TO:	Arboretum Manager		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	750000	DATE APPROVED:	01-APR-2025
		DATE MODIFIED:	NEW

SUMMARY: Responsible for curating campus arboretum through the development of framework for living plant collection. Carries out various technical landscape, data mapping and arboriculture objectives that support the development of the Rural Southwest New Mexico Integrated Urban Forestry Grant Project campus arboretum.

DUTIES:

1. Properly Analyze/Identify, Labeling, mapping woody plants, and collect spatial and cultural data for accurate arboretum signage and GIS mapping into ArcGIS.
2. Maintains and organizes database of all WNMU plants of merit, labeling system, and collects and organizes plant info sheets in preparation for website creation.
3. Maintains trees and woody plants to ensure their healthy, safe, and attractive condition, including; repairing, cabling, fertilizing, watering, and pruning; and removal of any dead, diseased or declining trees, or other woody plants.
4. Manage nursery /arboretum stock including propagation and pot-up.
5. Maintains compliance with "Tree Campus USA" designation and associated administrative duties.
6. Creates detailed annual tree projects summary and reports to Urban Forestry Grant Director.
7. Works with arboretum/horticulture manager to maintain high-impact garden/landscape areas to top visual standards.
8. Implements beautification projects in accordance with indicated requests.
9. Required to operate a university vehicle during day-to-day operations.
10. Administrative duties and reporting to support grant project.
11. Tracks and documents tree planting projects on campus.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in plant related field required or experience equivalent to 4 years in Arboriculture, Landscape, or Horticulture. Familiarity with GIS computer mapping is preferred.
2. **2.Job Knowledge:** The Arboretum Technician must possess a strong understanding of WNMU's mission, values, and organizational structure. This role requires knowledge of university policies, procedures, and best practices in Arboriculture to effectively support institutional goals. The ideal candidate will demonstrate expertise in plant taxonomy, specifically woody plant identification with the ability to distinguish species within a genus. Knowledge of GIS and computer mapping and database management. Knowledge of maintaining living plant collections. Administrative skills and the ability to maintain organization. Knowledge of proper pruning techniques. Knowledge of basic soil science. Knowledge of composting. Knowledge of safety practices in the operation of electrical and mechanical equipment. Knowledge of proper tree planting techniques and the ability

to select the correct species for a given location. Skill in performing a variety of general tree care and landscape activities. Keep all assigned workspaces in safe clean and orderly condition. Skill in working in an environment subject to changing priorities, exposure to all environmental conditions, and performance of work in varying terrains.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Multiple outside grounds environment. Travel within the community and other WNMU sites. May be required to transport and lift equipment and materials of 50lbs on a constant basis. Able to clearly communicate with a diverse population of individuals of time. May be required to work additional hours or days depending on circumstances. Must be able to follow all safety protocols. This position requires work outside during all seasons. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 1. Requires a valid driver's license.
 2. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)