

# GREENHOUSE AND NURSERY MANAGER

**The Purpose** of this position is to direct nursery operations and personnel engaged in the propagation, production, cultivation, pest control, pruning and harvesting of 20,000+ trees and over 300,000 annuals, perennials and shrubs. The resident Greenhouse and Nursery Manager superintends the property providing 24/7 security of property and facilities, monitors and coordinates emergency repairs (HVAC, irrigation and mechanical systems).

## ESSENTIAL FUNCTIONS:

- Plans, organizes, and coordinates operations and supervises staff engaged in tree and shrub production to include planting, pruning, cultivation, pest control, and harvesting. Assesses staff work quality, productivity and adherence to work rules and safe work procedures.
- Plans, organizes and coordinates operations and supervises staff engaged in the propagation of annuals and perennials, using tissue culture, seed bed, cuttings, and other artificial reproduction methods. Assesses staff work quality, productivity and adherence to work rules and safe work procedures.
- Monitors and performs minor and routine maintenance activities on greenhouse HVAC and mechanical systems. Coordinates major systems repairs and renovations. Maintains tissue culture laboratory.
- Provides security for greenhouses, storage buildings, equipment and superintends grounds on a 24 hr-7 days per week basis.
- Coordinates disbursement of trees, shrubs, annuals, and perennials to Forestry district offices and external customers.
- Maintains accurate plant inventory and production records on computer and provides various computer reports.
- Coordinates on-going training at work sites to insure safe, knowledgeable and efficient job performance.
- Performs other duties as assigned.

## Conditions of Employment:

- Required to work in extreme heat and cold outdoor and indoor (greenhouse) weather conditions.
- Required to reside in on-site residence in City provided housing located on property. [Utilities, including electric, heat (natural gas), sewage disposal, personal telecommunications, and water softener salt (if desired), are paid by employee. Water is provided via on-site well.]

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Nursery Management, Greenhouse Management, Forestry, Horticulture or a closely related field.
2. Six years of progressively responsible experience in greenhouse and/or field nursery operations of similar scale and size, including four years as a direct supervisor or manager.  
*Note: Equivalent combinations of education and experience may be considered.*
3. State of Wisconsin Commercial Pesticide Applicator License within six months of hire.
4. State of Wisconsin Commercial Pesticide Applicator Certification in Greenhouse and Nursery (Category 3.1) within six months of hire.
5. Valid driver's license at time of appointment and throughout employment.

## PREFERRED QUALIFICATIONS:

- ◇ Greenhouse and Nursery Growers certification.
- ◇ Active membership in a Professional Nursery Growers Association.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED:

- ◇ Knowledge of modern nursery and greenhouse systems, equipment and practices.
- ◇ Knowledge of propagation and cultural requirements of trees, shrubs, perennials, annuals and ornamental grasses common to SE Wisconsin landscapes.

## ***Greenhouse and Nursery Manager***

- ◇ Knowledge of common nursery and greenhouse pests and current pest control practices used in a production nursery setting
- ◇ Knowledge of and ability to manage large diverse plant inventories using computer applications
- ◇ Knowledge of and ability to enforce safety regulations and policies.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED (continued):**

- ◇ Ability to identify trees, perennials, annuals and ornamental grasses common to SE Wisconsin landscapes
- ◇ Ability to operate machinery used in the propagation, cultivation and harvest of flowers, herbaceous plants, shrubs and trees.
- ◇ Ability to perform accurate mathematical calculations; compute statistics; perform cost benefit analysis
- ◇ Ability to effectively supervise nursery operations staff.
- ◇ Oral and written communication skills.
- ◇ Interpersonal and customer service skills.
- ◇ Basic computer skills and working knowledge of Microsoft Office applications.
- ◇ Ability to prioritize, organize, and accomplish work in a cost effective manner.
- ◇ Analytical, problem-solving and decision-making skills
- ◇ Ability to remain calm during emergency situations.
- ◇ Ability to frequently lift and move objects weighing 50 lbs. or more.
- ◇ Ability to perform minor/routine maintenance activities on HVAC and mechanical systems.

**THE CURRENT SALARY RANGE (08)** is \$ 57,028 to \$ 79,836 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 15, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

**APPLICATIONS** and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, online at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.