

# NURSERY SPECIALIST

## DPW-Operations-Environmental Services-Forestry

Recruitment #1412-1055DC-001

**List Type** Transfer/Promotional

**Requesting Department** DPW-OPS-FORESTRY

**Open Date** 2/4/2015 2:00:00 PM

**Filing Deadline** 2/27/2015 11:59:00 PM

**HR Analyst** Marti Cargile

### **PURPOSE**

Under the direction of the Greenhouse and Nursery Manager and Nursery Crew Leader, the Nursery Specialist performs duties at the Municipal Nursery and Greenhouse facility in Franklin and at field sites throughout Milwaukee related to the production and cultivation of trees, shrubs, perennials, and annuals planted on City-owned properties or grown for external customers. During peak greenhouse operations, the Nursery Specialist assumes responsibility for weekend greenhouse monitoring, watering, and pest management on a rotational basis and attends to greenhouse emergencies such as malfunctioning heaters and irrigation systems and pest and disease outbreaks.

### **ESSENTIAL FUNCTIONS**

#### ***Nursery Field and Greenhouse Operations:***

- Performs nursery field operations, including planting, pruning, staking, conducting plant inventory, performing overall grounds maintenance (mowing, mulching, weeding), and growing stock. Handles harvest operations of nursery stock, including loading and transporting of plant stock to forestry district yards or project sites.
- Performs greenhouse operations for annual and perennial propagation and production. Performs sanitation operations for greenhouse growing systems, facilities, and plant containers. Participates in seeding and vegetative propagation, including planting and transplanting processes. Participates in the assembly and shipping of plant material to district offices and outside agencies.
- Identifies and reports threatening insect, disease, and cultural conditions impacting field-grown planting stock and greenhouse crops.
- Organizes and performs cultural and disease or insect suppression activities using sanitary, mechanical, biological, and chemical control strategies.
- Safely uses various hand tools to perform duties.
- Safely operates various types of power equipment and vehicles large and small to perform duties.

#### ***Inventory Duties:***

- Assists with recording and monitoring field and greenhouse planting stock, tools, and supply inventories. Uses nursery and greenhouse maps to locate and correctly identify stock material.
- References chemical usage forms and pest management guidelines to ensure that proper pesticide application rates, timing, and safety requirements are followed in accordance federal, state, and local laws and policies. Records and maintains accurate pesticide application records.

#### ***Lead Worker Responsibilities:***

- Performs Lead Worker role as needed to assist with training of seasonal employees (Forestry Specialists, Urban Forestry Laborers, Municipal Equipment Operators) assigned to the Nursery during peak operations.

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- Works unassisted during assigned weekend work, encompassing all greenhouse operations and care of any nursery liners (tree whips) and exterior plant stock areas adjacent to greenhouse areas.
- Completes daily progress reports addressing issues that arise related to equipment, task completion, personnel issues, or weather or other factors.

### **CONDITIONS OF EMPLOYMENT**

The Nursery Specialist must be willing and able to do the following:

1. On a rotational basis, work weekends, evenings, and holidays; restrict use of discretionary leave (vacation) during peak greenhouse growing season (March-May).
2. Work outdoors in variable and extreme weather conditions and tolerate poor environmental conditions indoors and out; wear a respirator as required.

### **MINIMUM REQUIREMENTS**

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held.
2. Twenty credit hours from a technical or college level program in nursery or greenhouse operations, horticulture, forestry, or a related field from an accredited college or university; OR one year of experience in nursery, greenhouse, forestry, or other related horticultural activities performing duties related to this position.
3. State of Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) Commercial Pesticide Applicator Certification in Greenhouse and Nursery, Category 3.1, within six months of hire and throughout employment.
4. Valid driver's license at time of appointment and throughout employment. Equivalent combinations of education and experience may be considered.

***IMPORTANT NOTE:*** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Ability to read and understand job-related documents.
- Knowledge of basic plant science and nursery crop cultural requirements.
- Ability to identify common greenhouse crops and nursery trees.
- Ability to learn and use inventory management programs to collect and record plant and supply data.
- Ability to perform job-related calculations accurately.
- Knowledge of and ability to comply with safety-related policies, laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Ability to safely apply pesticides to greenhouse and field-grown nursery crops.
- Ability to safely operate equipment and vehicles used in the propagation of flowers, plants, and trees: greenhouse heaters, ventilation, and irrigation equipment; mowers; sprayers; chain saws; trimmers; tree spades; chippers; skid loaders; tractors and implements; plows; all-terrain vehicles; and various large vehicles, trucks, and trailers.
- Ability to safely use various hand tools such as stake pounders, pruners, loppers, and saws; rakes, shovels, and garden forks; cultivators and weed whips; and various carpenter's and plumber's tools.

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- Oral communication skills.
- Written communication skills, including the ability to accurately complete daily reports.
- Ability to read and follow street maps.
- Problem-solving and decision-making skills.
- Interpersonal and customer service skills.
- Ability to work effectively both independently and as a team member.
- Ability to remain calm during emergency situations.
- Ability to prioritize and accomplish work to meet deadlines.
- Ability to perform repetitive tasks accurately.
- Ability and strength to properly lift and move objects weighing up to 50 pounds alone or up to 100 pounds with assistance.
- Ability to climb ladders and scaffolding as well as to stoop, kneel, crouch, and crawl.
- Ability to serve as a steward of City resources.

### **CURRENT SALARY**

**The current starting salary (PG 7BN) for City of Milwaukee residents is \$38,785 annually, and the non-resident starting salary is \$37,833.**

### **SELECTION PROCESS**

**The selection process** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE:** The examination will be held as soon as practical after **February 27, 2015**. 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.

### **ADDITIONAL INFORMATION**

- ***NOTE:*** *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in the Milwaukee Fire Department (MFD) and Milwaukee Police Department (MPD) hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*