

# NURSERY CREW LEADER

Recruitment #1811-1326DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-OPS-FORESTRY
<b>Open Date</b>	11/21/2018 12:30:00 PM
<b>Filing Deadline</b>	12/7/2018 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT DPW-OPERATIONS DIVISION-FORESTRY SERVICES SECTION EMPLOYEES ONLY \*\***

## PURPOSE

Under the direction of the Greenhouse and Nursery Manager, the Nursery Crew Leader directs regular and seasonal employees at the Municipal Nursery in the greenhouse production, maintenance, and harvesting of trees, shrubs, flowers, and other plants for use on City-owned property such as boulevards, at Henry W. Maier Festival Park, and by external municipal customers.

## ESSENTIAL FUNCTIONS

### **Flower and tree production:**

- Direct, monitor, and assist with propagation of bedding plants.
- Monitor growth and health of plants in greenhouses.
- Monitor and direct pest and disease control operations in greenhouses.
- Prepare bedding plants for shipping to boulevard districts.
- Direct and assist with the maintenance of and harvesting of nursery trees.
- Plan, coordinate, and assist with the planting of nursery liners (whips).
- Plan and monitor for weed control, both chemical and mechanical.
- Maintain computer inventory of trees in stock.

### **Training/Oversight:**

- Serve as lead worker to train and direct nursery specialists and seasonal staff engaged in greenhouse and field nursery operations.
- Assume responsibility of daily greenhouse and nursery operations in the absence of the Greenhouse and Nursery Manager, including handling emergency response to situations such as equipment failures and greenhouse pest and disease outbreaks.

### **General duties:**

- Implement and monitor safe work procedures in greenhouse and field operations.
- Schedule grass mowing, stock plant bed maintenance, and grounds maintenance activities.
- Maintain tool and equipment inventories.
- Operate and supervise the use of outdoor power equipment including tractors, mowers, sprayers, stump grinders, skid loaders, and all-terrain vehicles (ATVs).
- Maintain nursery roads, waterways, and windbreaks.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **CONDITIONS OF EMPLOYMENT**

- The Nursery Crew Leader is expected to work in all weather conditions and must be able to move and lift equipment or materials weighing up to 50 lbs.
- The person in this position must be willing to work evenings, holidays, and occasional weekends as scheduled by the Greenhouse and Nursery Manager and is subject to restricted vacation leave during peak greenhouse production period (March-June).
- In the absence of the Greenhouse and Nursery Manager, the Nursery Crew Leader assumes full responsibility for greenhouse and nursery operations.

## **MINIMUM REQUIREMENTS**

1. Regular status as a current DPW-Operations Division-Forestry Services Section employee, having successfully completed a probationary period for a civil service position.
2. Associate Degree in plant science, botany, horticulture, floriculture, or a related field from an accredited college or university, **AND** one year of

experience in greenhouse or nursery operations or in arboriculture, horticulture, or a related field.

3. State of Wisconsin Commercial Pesticide Applicator Certification in Greenhouse and Nursery Pest Control (Category 3.1) within six months of appointment and throughout employment.
4. State of Wisconsin Commercial Pesticide Applicator License within six months of appointment and throughout employment.
5. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered.*

**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. Your transcript must be legible and include the university or college name, your name, the degree completed (if applicable), and the date the degree was completed. Official or unofficial transcripts are acceptable. Transcripts are required regardless of whether you are a current City employee.*

## DESIRABLE QUALIFICATIONS

- Bachelor's Degree in plant science, botany, horticulture, floriculture, or a related field from an accredited college or university.
- Supervisory or lead worker experience.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of management and training principles and ability to effectively direct and coordinate the activities of nursery operations staff.
- Knowledge of and ability to follow and enforce safety regulations and policies.
- Knowledge of inventory management as well as shipping and receiving practices.
- Knowledge of plant science and ability to monitor plants to detect, assess, and address insect and disease problems.
- Skill in operating machinery used in the propagation and cultivation of flowers, plants, and trees.
- Skill in driving various vehicles such as tractors and ATVs.
- Knowledge of mathematics in order to determine area and volume; apply fertilizers, pesticides, and growth regulators; and prepare design and installation cost estimates.
- Ability to read and interpret job-related documents such as policies, procedures, and technical manuals.

- Oral and written communication skills in order to convey information clearly.
- Proficiency using standard computer applications such as spreadsheet and word processing.
- Interpersonal and customer service skills to be able to work effectively with managers, staff, other City employees, municipal customers, vendors, and the public.
- Ability to work independently under minimal supervision.
- Ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Ability to effectively prioritize, organize, and accomplish work.
- Skill in identifying and solving problems.
- Ability to remain calm during emergency situations.
- Honesty and the ability to safeguard City resources.

## CURRENT SALARY

The current salary range (Pay Range 7IN) for City of Milwaukee residents is \$51,474-\$56,364 annually, and the non-resident salary range is \$50,211-\$54,982. *Appointment will be made in accordance with the provisions of the salary ordinance. **This is a Career Ladder Position:** Employees in the Forestry Section will advance through the pay range in accordance with the City of Milwaukee Salary Ordinance upon certification by the Commissioner of Public Works of having attained the required job performance and demonstrated competencies. The Salary Ordinance can be accessed here:*

<https://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Salary/2018SalaryOrdinance11-05-18.pdf>

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job-related and will consist of one or more of the following: evaluation(s) of related education, experience, and accomplishments, written test(s), interview(s), or other assessment methods. The Department of Public Works reserves the right to call only the most qualified candidates to oral exams, 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 selection process will be held as soon as practical after **Friday, December 7, 2018**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

**NOTE:** *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. **Only current DPW-Operations Division-Forestry Services Section employees hired through a City Service Commission process who***

*have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

## ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 701*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer*