



# ArborGen

## Job Posting

### Nursery Production Coordinator

The Production Coordinator will have responsibilities to oversee bare-root pine seedling crop production as well as serve as the facility safety coordinator.

#### Essential Functions/Responsibilities:

- Nursery crop management – maintain a precise schedule for soil preparation, sowing of seed, irrigation, fertilization, pesticide spraying, cultural practices and lifting of seedlings.
- Maintain nursery crop records working with subordinates.
- Monitor seedling crop for quality, growth, density and pests.
- Research – Assist research activities in conjunction with the Product Development group.
- Administrative -- Directly supervise full time employees and seasonal temporary labor.
- Manage a strong safety program, operational purchasing, seedling distribution and record keeping.
- Keep work on schedule and report progress. Complete tasks independently.

#### Ongoing Interaction:

- **Department:** Daily interaction with direct reports. Frequent interaction with peers in the immediate work group. Regular interaction with peers in other groups within the department. Frequent interaction with Supervisor.
- **Company:** Regular interaction with peers in other groups across the company as related to common production targets.
- **Outside Company:** Participation in outside conferences and industry meetings.

#### Education/Experience/Skills:

- Bachelor's degree in an Agricultural/Horticultural field, or Plant & Soil Science with 2 years work experience in an agricultural/horticultural/forestry -related field. Will consider Associate degree or HSD with 5-10 years' experience in related field. Nursery experience preferred. Farm equipment operation experience required.
- Inventory and logistics experience associated with nursery crops preferred.
- Necessary computer skills include: Microsoft Office Suite and SAP B1 software. Preferred: ERP (Enterprise Resource Planning) software knowledge.
- Demonstrated leadership and supervisory skills.
- Strong sense of financial and asset stewardship.
- Valid driver's license.

#### Physical Requirements:

This is heavy work exerting 40-100 pounds of force repeatedly. Work may involve climbing, stooping, crouching, kneeling, reaching, pushing, pulling, lifting and grasping. Worker is subject to inside and outside environment, noise, vibration, working hazards, fumes, odors, dust, wood smoke and chemicals. Visual acuity is required for equipment and vehicle operation; requires hearing sufficient to perceive noises for diagnostic purposes.

**Other Comments:** Key personal traits include good interpersonal and communication skills along with a strong work ethic and ability to manage a variety of tasks simultaneously. This is an exempt position, with limited travel required.



**DISCLAIMER:** This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.