

# NURSERY CREW LEADER

Recruitment #1501-1326DC-001

**List Type** Original

**Requesting Department** DPW-OPS-FORESTRY

**Open Date** 5/19/2015 11:50:00 AM

**Filing Deadline** 6/18/2015 11:59:00 PM

**HR Analyst** Marti Cargile

## **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. In the absence of the Greenhouse and Nursery Manager, the Nursery Crew Leader assumes full responsibility for greenhouse and nursery operations.

## **ESSENTIAL FUNCTIONS**

### ***Flower production:***

- Directs, monitors, and assists with propagation of bedding plants.
- Monitors growth and health of plants in greenhouses.
- Monitors and directs pest and disease control operations in greenhouses.
- Prepares bedding plants for shipping to boulevard districts.

### ***Tree production:***

- Directs and assists with the maintenance of and harvests nursery trees.
- Plans, coordinates, and assists with the planting of nursery liners (whips).
- Plans and monitors for weed control, both chemical and mechanical.
- Maintains inventory of trees in stock.

### ***Supervision:***

- Lead worker: directs nursery specialists as well as seasonal personnel engaged in greenhouse and field nursery operations.
- Assumes complete responsibility of 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:***

- Implements safe work procedures in greenhouse and field operations.
- Schedules grass mowing, stock plant bed maintenance, and grounds maintenance activities.
- Maintains tool and equipment inventories.
- Maintains nursery roads, waterways, and windbreaks.
- Monitors usage of gasoline.
- Clears stumps and rocks from fields.

*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.

## ***Nursery Crew Leader***

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- The person in this position must be willing to work evenings, holidays, and occasional weekends as scheduled by the Greenhouse and Nursery Manager. Subject to restricted vacation leave during peak greenhouse production period (March-June).

### **MINIMUM REQUIREMENTS**

1. Associate Degree in plant science, botany, horticulture, floriculture, or a related field from an accredited college or university. ***AND***
2. One year of experience in greenhouse or nursery operations or in arboriculture, horticulture, or a related field.
  - *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.*
3. State of Wisconsin Commercial Pesticide Applicator Certification in Greenhouse and Nursery Pest Control (Category 3.1) within six months of hire and throughout employment.
4. A State of Wisconsin Commercial Pesticide Applicator License within six months of hire and throughout employment.
5. Valid driver's license at time of appointment and throughout employment.

### **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 AND OTHER CHARACTERISTICS**

- Knowledge of management principles and the ability to effectively direct and coordinate the activities of nursery operations staff.
- Knowledge of and ability to enforce safety regulations and policies.
- Knowledge of plant science.
- Knowledge of mathematics and the ability to make accurate calculations.
- Knowledge of inventory management as well as shipping and receiving practices.
- Ability to read and interpret job-related documents.
- Ability to monitor plants regularly to detect, assess and address insect and disease problems.
- Ability to operate machinery used in the propagation and cultivation of flowers, plants, and trees.
- Interpersonal and customer service skills.
- Oral and written communication skills.
- Ability to work independently with minimal supervision.
- Ability to prioritize, organize, and accomplish work.
- Ability to remain calm during emergency situations.
- Ability to lift and move objects weighing up to 50 lbs.
- Proficiency using standard computer applications such as the Internet, spreadsheet, and word processing.

## ***Nursery Crew Leader***

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### **CURRENT SALARY**

**The current starting salary (PG 8IN)** for City of Milwaukee residents is **\$42,188** annually, and the non-resident starting salary is **\$41,153**.

### **SELECTION PROCESS**

**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.

**INITIAL FILING DATE:** The examination will be held as soon as practical after **June 18, 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. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.