



## **Job Description: Assistant Tree Farm Manager**

- Supervise, train and personally perform crop maintenance including pruning, spraying, and planting, watering and testing of crops
- Directs and coordinates worker activities, such as planting, irrigation, chemical application, harvesting, grading, payroll, and record keeping
- Coordinate and supervise all aspects of the digging and planting.
- Keeps an accurate inventory.
- Evaluate with field trials different fertilizers and growing techniques to improve crops
- Maintain clean and organized facilities located at the tree farms
- Assists in hiring workers and directs supervisors and workers, discharges, transfers, and promotes workers, enforces safety regulations, and interprets policies.
- Prepares financial and operational reports
- Determines procedural changes in planting, grading, storage, and shipment for greater efficiency and accuracy
- Selects and purchases, tree liners, plant nutrients, chemicals, and fertilizer
- Prepare and maintains a planting plan for containers and B&B trees
- Tracks labor costs by inputs
- Work within budgetary parameters
- Preparation of Management “executive summary” reports
- Special projects to help the farm save money
- Comply with our standard systems and checklists
- Working knowledge of Spanish
- All other duties as requested by the management
- Current drivers license with acceptable MVR
- Chemical Applicators License (must obtain within 60 days of employment)

## **Qualifications:**

- Horticulture degree or certificate, Plant Sciences or related agriculture degree or certificate or 2 years industry related experience, specifically growing woody plants and trees in zones 3 through 7
- Working knowledge of all plant material including botanical and common names.
- Good verbal and written skills
- Proficient use of Word, Excel, Outlook, Internet and SBI Nursery Software
- Ability to lead, supervise and mentor employees
- Ability to communicate in Spanish, bilingual a plus
- Display maturity and judgement in time management
- Must be able to function in a fast-paced, team-focused environment where constant change is the norm
- Must be flexible and have the ability to cope with changing priorities

- Must be able to perform physical activities that require considerable use of your arms, legs, and whole body, such as climbing, repetitive lifting, balancing, walking in rough uneven areas, without roads, stooping, and handling of materials.
- Must be able to use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

**Benefits:**

- Working with plant minded people
- Matching 401-K
- Medical
- Dental
- Vision
- Paid Time Off
- Paid Holidays
- Company paid Life Insurance

**Salary:**

- \$32,000-\$37,000 a year

**How to Apply:**

- Please send a completed application, cover letter, and resume to [leanne@lomavistanursery.com](mailto:leanne@lomavistanursery.com) or fax it to (785) 229-7201