



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Tree Nursery Coordinator	Reports to: Green Legacy Manager
Department: Planning and Development	Positions Supervised: 0
Effective: March 2006	Revised: October 2022

BASIC FUNCTION:

Reporting to the Green Legacy Manager, the Tree Nursery Coordinator is responsible for the propagation and daily maintenance of the trees, the organization and maintenance of tree orders, and the tree database inventory. The Nursery's primary function is to grow a minimum 175,000 seedlings and 10,000 saplings per year with the community of Wellington. The daily operation includes: propagation, watering, and maintenance of the trees and Nursery equipment. All Nursery operations are completed with volunteers, so the Tree Nursery Coordinator will be working with volunteers daily. This position supervises the Seasonal Staff and Students in the absence of the Community Outreach Coordinator.

PRINCIPAL RESPONSIBILITIES:

Under the supervision, direction and guidance of the Green Legacy Manager, the Tree Nursery Coordinator has the following duties and responsibilities:

- Daily watering and maintenance of trees.
- Maintenance of Nursery equipment and supplies.
- Collecting local tree and shrub seed.
- Propagation of all plant material (stratifying seeds, transplanting, fertilizing, winterizing trees).
- Receiving and organizing tree orders for the Green Legacy Programme.
- Maintaining the tree inventory database.
- Basic financial tasks, sales (i.e. collecting revenues), producing receipts, and recording data.
- Assist the Community Outreach Coordinator to organize and work with community volunteers and students, delegate jobs to seasonal staff and oversee the operation of the Nursery.
- When the Community Outreach Coordinator is off site, the Tree Nursery Coordinator will organize and work with community volunteers and students, delegate jobs to seasonal staff and oversee the operation of the Nursery.
- Other duties, as assigned.

PROBLEM SOLVING RESPONSIBILITIES:

- Technical expertise relating to disease control, plant propagation, plant nutrient management and seed collection and stratification.
- Ability to meet deadlines and deal with frequent interruptions.
- Dealing with day-to-day problems with the Nursery.
- Appropriate applications of fertilizer and pesticide.
- Prioritize and delegate work and work with volunteers, seasonal and student workers.

CONTACTS:

- Internal: County Staff, Planning Staff
- External: local municipalities, community groups, schools.

MINIMUM QUALIFICATIONS:

- Two year college diploma or equivalent, specializing in areas of horticulture, including: plant propagation, tree nursery management, tree planting, and forestry.
- Minimum four years of experience or equivalent in horticulture
- Ability to use word processing, spreadsheet, PowerPoint and Access database applications.
- Certified Seed collector by Forest Gene Conservation Association (FGCA) or willingness to obtain.
- Pesticide Applicator Certification or willingness to obtain.
- Experience working with volunteers and students.
- A valid driver's licence (minimum G2 Class), access to a reliable vehicle, and a satisfactory driver's abstract.

PHYSICAL EFFORT/WORKING CONDITIONS:

- Occasionally able to lift unwieldy objects and weights exceeding 25 kilograms.
- Regularly expected to stoop or kneel and bend to pick up objects.
- Work outside in areas being regularly exposed to extreme temperatures.
- Occasionally working with chemicals and pesticides which may be hazardous.
- Occasionally operate chain saw.

SKILLS AND COMPETENCIES:

- Skills in species identification, plant propagation, seed collection and stratification, and disease identification and treatment.
- Knowledge of pesticides and fertilizers or willingness to acquire knowledge.
- Ability to work in a team environment.
- Excellent communication and customer service skills.
- Ability to use a skid steer and drive a truck and trailer, or willingness to learn.

OTHER:

- Regular Hours of Work: 35 hours per week.
- Flexibility of hours, including working both evenings and weekends, is required.