

FOREST NURSERY SUPERVISOR

8205

GENERAL DESCRIPTION OF CLASS

The FOREST NURSERY SUPERVISOR supervises staff at a forest nursery operation. All positions in this class supervise and are statutorily excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1. Supervision.** Typical tasks: plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and responds to fluctuating workloads; evaluates employee performance and prepares performance appraisals; assesses training needs of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicant's credentials, participates in the interview process, and hires or effectively recommends hiring of staff; resolves personnel problems, complaints, and formal grievances at the first level; disciplines and rewards employees; counsels employees in work-related activities, personal growth, and career development.
- 2. Seed Acquisition and Sowing.** Typical tasks: plans, assigns, and reviews work for Forest Nursery Workers in warehousing and record keeping of seed; prepares report detailing seed inventory, and discusses purchase needs with superior; contracts with vendors or prepares bid specifications for seed purchase; prepares report detailing sowing requests from various clients and service foresters; prepares reports detailing losses from prior crops; oversees seed stratification, drying, calibration, and other preparation for sowing; orders parts for seed equipment, including germinators, seed drill, etc.; prepares list of seed lots to be sown and directs the sowing operation; selects starting location, describes drill equipment adjustments desired, checks operation of all counters, schedules starting time, and length of shifts.
- 3. Planting and Harvesting.** Typical tasks: supervises transplanting, cover crop planting, ground preparation, cultural soil amendments, and fumigation; reviews progress with leadworkers or crew members; specifies procedures or techniques, details shifts and crew assignments; supervises all aspects of a harvest operation, including pre-cooler storage of seedlings, sorting, packaging, warehousing, and shipping; contacts clients and compiles list of seedling needs by week of harvest season; prepares computer files and prints shipping plan; reports accomplishments or problems to shipping coordinator to update files; instructs forest nursery workers as to standards and guidelines about sorting; telephones clients about order status and arranges delivery or pick-up dates; receives monies and prepares accounting documents; prepares invoices to major clients; prepares reports for superior on revenue and sales status; prepares report by seed lot on production amounts, rates, manpower, and supplies used; arranges for needed supplies and equipment prior to season start.
- 4. Customer Relations.** Typical tasks: arranges tours for clients of the nursery, explains operations to clients, provides written information as requested; prepares annual newsletter, contacts clients for field tours; prepares correspondence for superior as needed; arranges school tours of the nursery; prepares maps and brochures explaining nursery history and operations; takes photographs of nursery operations for publications; prepares surveys or polls about customer satisfaction and other

special projects.

RELATIONSHIPS WITH OTHERS

Employees may be in regular contact with vendors, clients, contractor personnel, and the public. Infrequent contact also occurs with various staff levels of Federal and State agencies, students, research professionals, and others in the performance of their duties depending on the work situation.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a nursery manager or supervisor forester, who assigns and reviews work in progress for thoroughness and attention to goals, policies, and budget limits. Employees must adhere to agency, State, and Federal safety rules in the workplace, and use State and agency rules and regulations governing forest nursery operating procedures in the performance of their duties.

SUPERVISION EXERCISED

Employees in this class exercise close supervision over varying numbers of forest nursery workers, depending on the season, providing work standards, time tables, shifts, crew or task assignments, orientation, and instruction to new employees, reviewing work daily in progress, and providing rapid feedback and guidance to resolve work problems or to promote morale.

GENERAL INFORMATION

Positions are found in the Department of Forestry in central and remote locations throughout the State. They require the willingness to work within the environment associated with the position's location. This may include work out of doors in typical agricultural conditions (e.g., extremes of temperature, dust, wind, precipitation, limited exposure to pesticides and other agricultural chemicals and fertilizers) and willingness to work unusual hours or long shifts.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of nursery operations (e.g., sowing, transplanting, cultivation, root pruning, irrigation, fertilization, fumigation, etc.).

General knowledge of farming practices and procedures related to growing and harvesting crops.

Basic knowledge of identification of tree species and growth requirements.

Skill in operating specialized nursery equipment (e.g., calibration device, seed drill, transplanter, lifting apparatus, and root pruners).

Ability to learn and apply relevant State and agency rules, policies, and regulations.

Ability to supervise (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Ability to develop effective operation plans and budgets.

Ability to keep detailed records and prepare reports.

Ability to coordinate various nursery operations.

Ability to arrange and conduct tours of nursery facilities.

Ability to work around various types of farm equipment or machinery.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.