



## **Job Posting**

### **Production Coordinator Varietal Products (Pine, Sweetgum and Eucalyptus)**

Lead the operations of varietal production including planning, budgeting, execution of the plans and inventory management to achieve targets. This position leads key functions including hedge stock management, cutting propagation, finished mini-plug production and transplanting for finished containers. This position will support and coordinate with the Bellville nursery staff.

Technical skills are required in vegetative propagation, greenhouse management, plug production, nursery production supervision and general cost controls.

- 1) Safety: Provide leadership to the varietal team to achieve zero recordable and robust training to employees and crew leaders for contract labor.
- 2) Develop and maintain budgets, production schedules, general labor and material plans, and data systems for the operations.
- 3) Directly supervise varietal operations including hedge stock, propagation and finished plug production in greenhouses.
- 4) Maintain inventories of all live goods and other materials at all times to accurately reflect availability to the customer.
- 5) Provide technical growing requirements to nursery specialist and help coordination for the successful varietal container production

#### **Ongoing Interaction:**

- **Department:** Daily interaction with Supervisor (Production Coordinator and or Nursery Manager). Frequent interaction with peers in the immediate work group.
- **Company:** Interaction with peers in other nursery and orchard groups across the company as related to seedling production targets.
- **Outside Company:** May participate in outside conferences and symposia when appropriate.

## **CERTIFICATIONS:**

- None

## **Education/Experience/Skills:**

- Bachelor's degree in science or a closely related discipline with 0-2 year's experience in pine or hardwood seedling production or horticulture crop or Associate's degree in science or a closely related discipline with 4-6 year's experience in pine or hardwood seedling production or horticulture crop or High School Diploma with a minimum of 6-8 years of experience in pine or hardwood seedling production or horticulture crop. Knowledge of nursery irrigation systems and controls is helpful.
- Mechanical ability, tractor and forklift operation experience preferred
- Proficiency in computer skills is required

## **Physical Requirements:**

This position requires both field and greenhouse work in sometimes stressful environmental conditions including heat, cold, wet, or dry. Work could include exerting up to 40 pounds of force; work may involve climbing, stooping, crouching, kneeling, reaching, pushing, pulling, lifting and grasping; worker is subject to noise, vibration, working hazards, fumes, odors, dust, gasses and chemicals; visual acuity is required for greenhouse management and cutting collection; requires hearing sufficient to perceive noises for diagnostic purposes. May require work in the field such as planting, measuring, harvesting pine seedlings, and assisting in shipment of seedlings. Sharp implements may be used from time-to-time.

## **Other Comments:**

**Irrigation on weekends on a rotation basis required (Once every 4-5 weeks). Some night-time, holiday, weekend, and extended daytime hours will be scheduled depending on the time of year and work load.**

## **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.

## **CONTACT**

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**If interested, submit current resume to Human Resources by end of the day on Friday,  
Feb. 3, 2017. AA/EEO/M/F/D/V**