

JOB DESCRIPTION

JOB TITLE: Production Coordinator

DEPARTMENT: _____

REPORTS TO: Nursery Manager FLSA STATUS: Exempt

DATE APPROVED: February 10, 2014 APPROVED BY: _____

I. Position Summary:

The production coordinator will be responsible for managing the development of the Container and or bare-root seeded and Varietal/MCP rooted cutting seedling crop for maximum seed and yield efficiency, optimum morphology and seedling dormancy. This must be done utilizing the latest technology, while managing crew performance and keeping expenses within budget constraints.

II. Essential Functions/Responsibilities:

The production coordinator has working responsibility for growing tree seedlings to rigorous quality specifications as well as ensuring that seedlings are harvested, packaged, stored, and shipped in a timely manner without damage. This position also involves the following specific responsibilities:

- Maintain a precise schedule for soil preparation, sowing of seed, irrigation, fertilization, pesticide spraying, cultural practices, and lifting of seedlings.
- Maintain crop records working with subordinates.
- Constant monitoring of seedling crop for quality, growth, density, and pests.
- Perform the application or make recommendation for the application of pesticides.
- Determine the level of fertility requirements and subsequent nutrient application.
- Data collection and processing for numerical seedling crop information.
- Provide nursery team with technical expertise and leadership. Supervise nursery specialists, temporary farm laborers, and seasonal contract laborers.
- Assist with seedling sales and customer service to internal and external customers.
- Serve as EHS coordinator (Safety) and for facility.
- Other duties and projects as assigned.

III. Ongoing Interaction:

- **Department:** Daily interaction with direct reports if applicable. Frequent interaction with peers in the immediate work group. Regular interaction with peers in other groups within the department. Frequent interaction with Supervisor.
- **Company:** Regular interaction with peers in other research groups across the company as related to common research targets. Occasional participation in review sessions with CTO and Science Team.
- **Outside Company:** Participation in outside conferences and symposia.

IV. Certifications:

- None.

V. Education/Experience/Skills:

- Bachelor/master of science degree in agronomy, horticulture or forestry, or four years of experience in a tree seedling nursery and or Greenhouse.
- Ability to operate farm tractors and fork lifts or train to do so if not experienced!
- The ability to coordinate multiple projects simultaneously.
- Ability to work without close supervision.
- Knowledge and ability to use personal computers to develop and utilize databases and spreadsheets for record keeping, and the internet for information searches.
- Ability to obtain and apply all current environmental regulations.
- Knowledge of farming and farm equipment.
- Excellent oral and written communication skills.
- Willingness to work rotation weekends for irrigation and extended hours, outdoors, and in all weather conditions.
- Good human relations skills to serve as a team member and leader.

VI. Physical Requirements:

This is sedentary to medium work exerting up to 40 pounds of force; work may involve climbing, stooping, crouching, kneeling, reaching, pushing, pulling, lifting and grasping; worker is subject to inside and outside environment, noise, vibration, working hazards, fumes, odors, dust, gasses and chemicals; visual acuity is required for experiments; requires hearing sufficient to perceive noises for diagnostic purposes. May require work in the field such as planting, measuring, and harvesting small or large tree stocks. Be able to lift and stack seedling boxes weighing up to 50 lbs.

VII. Other Comments:

Problem Solving

- Together with the nursery team, responsible for diagnosing and finding solutions to crop problems such as insects, diseases, nutrients, and irrigation.
- Manages data for effective and efficient operations.
- Production coordinator has the liberty to determine best methods for carrying out assigned duties.

Accountability

- Ensuring that production goals are met by supplying technical knowledge and expertise in the annual production of millions of seedlings with the target seedling and budget parameters.
- Support the N&O objectives by providing interaction with customers and other stakeholders in a positive, professional manner.

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.