

WACD Plant Materials Center
Farm Operations Supervisor
Job Description

The WACD Plant Materials Center Farm Operations Supervisor is responsible for the Farm Operations, and Equipment and Building Maintenance. He reports to the Director of Nursery Operations.

Farm Operations

The Farm Operations Supervisor is responsible for implementing all farming tasks at the PMC. They include:

- **Ground Work:** He / She is responsible for plowing, disking, sub-soiling, cultivating, mowing and any other tasks necessary for the production of bare root plant materials in an efficient and effective manner.
- **Irrigation:** The Farm Operations Supervisor is responsible for the lay-out and operation of the irrigation system. That includes ensuring that the pumps are maintained and operational, the pipe is in working order, the risers and heads operate properly and conduct maintenance as needed. He / She is to work with the Nursery Manager on the daily and weekly operation of the system.
- **Harvest:** The Farm Operations Supervisor is responsible for the lifting operation during harvest. He / She operates the tractor and lifter and will follow the daily lifting maps provided by the Director of Nursery Operations or Sales Manager. A lifting crew of 4 and 1 to 2 shuttle drivers will assist. He / She will be responsible for supervising the field crew when working with them.
- **Transplanting:** The Farm Operations Supervisor is responsible for preparing ground for transplanting, and the operation of the tractor and planter. He / She will be responsible for supervising the crew when working with them.

Equipment Maintenance

The Farm Operations Supervisor is responsible for maintaining an effective maintenance schedule for all equipment and machinery used at the PMC. He / She is also responsible for addressing repairs as needed. He / She is responsible for daily maintenance of the bander's used during harvest. That requires him / her to arrive an hour early on harvest days so that they are ready for use when the crew arrives.

Building Maintenance

The Farm Operations Supervisor is responsible for building maintenance. That includes servicing the furnace, the cooler, water softener, septic system and some repairs. If the repair requires outside help, he / she reports that to the Director of Nursery Operations and assists in selecting and directing the appropriate contractor.

Other Duties

In addition, the Farm Operations Supervisor duties include, but is not limited to, field clean up, fumigation prep, windbreak maintenance, road maintenance and other duties as assigned.

Required Training

1. CPR and 1st Aid Card
2. Fork Lift

This is an hourly, full-time (40 hours per week) position. Overtime must be approved by the Director of Nursery Operations prior to accumulating. Overtime is reimbursed in the form of paid overtime time on 1.5 hours for each hour of overtime worked. Work hours are generally 7:30am to 4:00pm but may vary depending upon mutual agreement between employee and management. Refer to the employee manual for additional information.

NOTE: This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Employees at WACD Plant Material Center (PMC) are not hired for any specific term of employment. Rather employment with PMC is termed as an “at will” relationship. At Will employment means that employees are free to resign their employment at any time, with or without notice. Likewise, PMC may terminate the employment relationship at any time, with or without cause, and with or without notice.

My signature below indicates that I have read and understood the job description outlined above.

Employee Signature

Date

Manager Signature

Date