
JOB ANNOUNCEMENT

JOB TITLE: Casey Tree Farm Nursery and Grounds Manager

JOB SUMMARY

Casey Tree Farm, a 700 acre horse and agriculture farm in Berryville, VA, seeks a Nursery and Grounds Manager. The Nursery and Grounds Manager oversees all aspects of tree production to support of Casey Tree Farm's and Casey Trees programs, and overall grounds maintenance of the farm. The ideal candidate will possess a broad range of technical skills in the nursery management arena, excellent interpersonal communication skills, functions well in a team setting, can effectively manage a small crew and volunteers, has direct knowledge and/or experience working on a farm, and has a genuine interest in the conservation missions of Casey Trees and Casey Tree Farm.

PRIMARY RESPONSIBILITIES

- Establish, grow and maintain a 1,000 – 5,000 piece, high quality, tree production operation with plant material of all types – B&B, Pot-in-Pot, Bare Root, etc., that meets or exceeds American Nursery Standards as detailed in *“American Standard for Nursery Stock”* (ANSI Z60.1-1996).
- Maintain tree production areas and farm grounds.
- Develop and manage nursery and grounds budgets.
- Specify and purchase tools, equipment and all materials required for operations.
- Manage, oversee and train farm staff and volunteers in planting, pruning, fertilization, integrated pest management (IPM), irrigation, harvesting, etc.
- Knowledge of urban plant material specifications and the production thereof.
- Recordkeeping to efficiently and effectively track both the production programs and ground maintenance schedules and needs.
- Conduct and oversee the maintenance of all tools, vehicles and equipment.
- Attend meetings, seminars and other gatherings to promote/support the Mission of the CTF.
- Work with municipal arborists, NGO tree planting organizations and others in establishment and management of a tree production program targeted to agreed upon needs and requirements.
- Oversee and serve as the Farm representative on contractual work performed on Farm property.

QUALIFICATIONS:

- Degree in horticulture and/or a minimum of 5 years experience in a similar position.
- Detailed experience and knowledge of plant production, including but not limited to: purchasing; proper planting and growing techniques; irrigation; equipment operation, maintenance and repair; production area lay-out and spacing; turf and facility management.
- Proven successful track record of planning and executing a tree production program.
- Ability to effectively work with a diverse group of partners – both internal and external, under challenging circumstances.
- Excellent communication, organizational and interpersonal skills.
- Valid driver's license; clean driving record; ability to drive a pickup, flatbed, trailer and tractor(s). CDL a plus.
- Certified Pesticide Applicator (State of VA) within six months of appointment.
- Perform difficult and strenuous activities required to execute production programs and grounds maintenance including the lifting of loads in excess of 100 pounds.
- Willingness to work long hours and weekends due to seasonal demands.
- Willingness to work outdoors in all types of weather.
- Proficiency with MS Office including Outlook, Excel and Word.

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POSITION DURATION AND COMPENSATION

The Nursery Manager is a full time position starting September, 2010. Compensation is \$53K including a comprehensive benefits package, paid holidays, sick and other leave.

TO APPLY

Please email: (1) letter of interest; (2) resume; (3) available start date; (4) contact information, and; (5) three references to: Rukshani Lye, Assistant to the Director. Email: rye@caseytrees.org by August 25th, 2010. Please write: **CTF NURSERY MANAGER** in the email subject line. No telephone inquires please.

Casey Tree Farm is an Equal Opportunity Employer.