



### **NURSERY OVERSEER (LEVEL 4)**

**Existing Salary:** \$1,550,136.00 – \$ 2,084,761.00 per annum.

**With effect from April 1, 2024** \$1,711,060.00 - \$2,301,186.00 per annum

### **JOB PURPOSE:**

Under the general direction and supervision of the Nursery Operations Coordinator, the incumbent is responsible for the efficient and effective production, maintenance, and distribution of healthy seedlings to clients.

### **KEY RESPONSIBILITY AREAS:**

#### **Management Responsibilities**

- Checks fortnightly bills for payment
- Manages seedling inventory; processes and generates a monthly report
- Provides information and advice to the public regarding the selection, purchase, and care of seedlings
- Develops a work plan for the nursery
- Develops Individual Work Plan and provides oversight to direct report in the development of his/her individual work plan
- Employs casual labourer(s) as deemed necessary
- Ensures the distribution and handling of seedlings according to standard operating procedures (SOPs)
- Manages the nursery to ensure efficient and effective production of plants for reforestation, sale, display and/or exhibition, and research purposes
- Supervises workers in the transplanting of seedlings and other nursery activities
- Participates in the selection and purchasing of plant nutrients, disease control chemicals, and other tools and equipment, and provides feedback

#### **Technical/Professional Responsibilities**

- Receives and records stock received from Central Seed Germination Facility (CSGF)
- Ensures the care of stock received based on guidelines
- Ensures the preparation of media for the transplanting of seedlings
- Monitors the application of Plant Health recommendations
- Ensures proper plant health through nutrition; insect, disease, and weed control; and spraying cycles as per recommendations from the Research Branch
- Ensures maintenance of a sanitary environment in which plants may thrive
- Ensures that SOPs and technical guidelines are adhered to
- Monitors work areas to observe work being done, to inspect and evaluate plant and general

nursery conditions

- Participates in national events e.g. Denbigh Agricultural Show, National Tree Planting Day, Labour Day, and other similar activities
- Ensures production is in keeping with work schedule and budget
- Keeps abreast of trends in Nursery operations and developments and makes recommendations to improve the effectiveness and productivity of the nurseries
- Records information about plants, plant growth, and distribution

#### **PERFORMANCE STANDARDS:**

- Quality forest seedlings provided for the national program in a timely manner
- Reports are prepared and submitted within the given timeframe and according to the required standards
- Maintenance of seedlings at the required standards
- Transplant seedlings received from CSGF
- Recording of all seedlings is constant
- Inventory is maintained at the required standard
- Excellent customer service is demonstrated at all times
- Timely performance evaluation reports

#### **MINIMUM QUALIFICATION AND EXPERIENCE**

- A.Sc. Degree in Agriculture/Horticulture/Forestry/Biological Science/Botany or any related field
- Training in Supervisory Management
- Three (3) years' experience including management or supervisory experience
- **OR**
- Any equivalent combination of qualification and experience

Applications along with résumés should be submitted no later than **Tuesday April 2, 2024 to:**

Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8  
Email: [hrmd.fd@gmail.com](mailto:hrmd.fd@gmail.com)

*We thank all persons who express an interest; however, only short-listed applicants will be contacted.*