# LAKE COUNTY FOREST PRESERVE DISTRICT

# NURSERY COORDINATOR

The Nursery Coordinator is responsible for the management of the day-to-day operation and maintenance of the native plant seed nursery, greenhouse, seed processing center and associated grounds. Maintains required records for the purchase, propagation, collection, processing, and dispersal of native seeds used in prairie, wetland, savanna, and woodland restoration projects. Reports to the Manager of Landscape Ecology. Supervises volunteers and temporary staff.

# ESSENTIAL FUNCTIONS

1. Implements the Native Seeding Program by purchasing and/or growing the required native species; assists Restoration Ecologists in the development of seed lists for specific restoration projects; including prairie, wetland and reforestation projects.
2. Collects, processes, and stores all wild, purchased, and District grown seeds for all field restorations in a manner that ensures high quality, viable restoration stock. Coordinates the collection of seed by volunteers Maintains complete records of all greenhouse and nursery plant stock and wild-collected and purchased seed.
3. Prepares seeds and seedlings for greenhouse growth and monitors and provides essential growth needs; including greenhouse climate and structure; and winterizes both the nursery and the greenhouse facilities.
4. Updates nursery stock to insure genetic diversity of native seed and plants used for restoration projects; provides protection from herbivory by wildlife animals for outdoor nursery bed plants; and directs natural planting of native species throughout the District for future seed requirements.
5. Maintains the native nursery beds through planting, weeding, mulching and watering; utilizes the resources of volunteers and temporary labor when available. Operates field equipment and applies pesticides as environmentally appropriate.
6. Works with the Assistant Natural Resource Manager in developing future operating needs of the nursery and native seed supplies.
7. Conducts volunteer training sessions and general public programs on plant propagation and plant community restoration; supplies seeds and plants for educational programs and landscaping in development zones. Collaborate with other local agencies to share seed knowledge and to partner in seed trading.
8. Performs heavy lifting tasks up to 50 pounds.
9. Drive a motorized vehicle to different District sites to monitor and participate in conservation and resource management projects, perform field surveys, and inspect fieldwork.
10. Perform tasks that will require walking bending, stooping, standing, kneeling, climbing, reaching and sitting.

# LAKE COUNTY FOREST PRESERVE DISTRICT

**NURSERY COORDINATOR**

**MARGINAL FUNCTIONS**

1. Participates in controlled burning activities.

2. Provides professional expertise to other Planning, Conservation and Development staff and other departments.

# QUALIFICATIONS

1. Associate’s degree in horticulture botany, resource management or related field.
2. Three years experience with native plant propagation and operation of a seed nursery.
3. Knowledge of native plant propagation methods, seed cleaning, storage methods and techniques, tools and equipment; considerable knowledge of the operation, maintenance, and repair of nursery and greenhouse equipment and facilities; and knowledge of the theory, principles, and practices of resource management and ecosystem restoration.
4. Full understanding of plant communities native to the Midwest.
5. Considerable skill in using computers for the collection of data, maintaining records, processing and analyzing collected data, and compiling data in useable files for restoration planning efforts. Proficient in the preparation of nursery and seeding records.
6. Knowledge of occupational hazards and safety precautions.
7. Must possess valid driver’s license.

**PSYCHOLOGICAL CONSIDERATIONS**

1. Must have the ability to work around general population in public areas.

**PHYSIOLOGICAL CONSIDERATIONS**

1. Ability to perform heavy lifting up to 50 pounds.
2. Ability to climb, stoop, bend, reach, walk, sit, kneel, or stand for long periods of time.

3. Ability to drive a motorized vehicle.

**COGNITIVE CONSDIERATIONS**

1. Ability to establish and maintain effective working relationships with all levels of employees and the general public.

2. Ability to follow written and oral instructions.

**ENVIRONMENTAL CONDITIONS**

1. Exposure to inclement weather and hazardous working conditions when performing daily tasks, prescribed burning, handling pesticides, and conducting field surveys.

2. Exposure to chemicals, herbicides, pesticides, and fertilizers.

3. Exposure to dust and air borne particulates when performing seed processing tasks.

4. Protective equipment must be worn when applicable.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.