

## JOB DESCRIPTION

POSITION: Assistant Manager  
LOCATION: IFA – Aurora, OR



### JOB SUMMARY:

Share responsibility for the day to day operations in order to provide our customers with consistent high quality conifer seedlings. Assist in overseeing seasonal and temporary crews in various facets of the production of over five million conifer seedlings annually in a reforestation nursery.

### JOB FUNCTIONS:

- **Sowing:** Assist with the sowing operation as required. Observe quality throughout from media density, seeds per cell, to grit levels. Assist with layout in the greenhouse as necessary. Ensure that blocks are laid out correctly in the greenhouses. Ensure that the irrigation booms are misting and set to mist the correct areas. Observe greenhouse environment and operate greenhouse controls as necessary. Oversee the crew and provide training and direction as necessary.
- **Extraction:** Assist with the extraction process as required. Supervise the crew and provide training and direction as necessary. Ensure all records and paperwork are completed accurately and in a timely manner. Ensure final boxed product is of high quality. Observe crop condition, greenhouse structures and operate greenhouse controls as necessary.
- **Assistance with Organization and Planning of all nursery operations:** Involvement and participation in sowing activities, crop layout, thinning, transplanting, extraction, packing, storage and shipping. Ensure the completion of records and paperwork related to each operation.
- **Management, Supervision and Coordination of Labor:** To include Greenhouse Technicians, Nursery Workers, and contract labor. Recruitment, preparation of work, assigning work, training and direction, supervision, reprimands and lay-off as deemed necessary.
- **Greenhouse Environmental Control:** Operation and maintenance of computerized environmental control system – Argus. Adjustment of temperature, light, humidity thresholds within the growing environment. A thorough understanding of when and how environmental controls can be set to promote growth responses in the crops. Recognition of failures in the system, troubleshooting and ability to take appropriate action in response to system alarms.
- **Crop Production:** Daily monitoring, assessment and recording of the crops. Decision making related to irrigation, fertilization and pesticide applications. A thorough understanding of the different crop specifications/targets and the alternative growing regimes that can be used in order to achieve them. A thorough understanding of crop nutrition and fertilization, pH, EC, diseases and disease control. Crop measurements, water and nutrient analysis recordings. Liaison with Nursery Manager.
- **Client Relations:** Feedback and communication with existing and potential clients when necessary. Ability to explain the products and services that the Company can supply in a confident and knowledgeable manner. Attend conferences and relevant events in order to meet clients and promote the Company.
- **Operation and Maintenance of Nursery Buildings, Grounds and Equipment:** Working knowledge of container sowing line, extraction line, fertilizer injection system, booms, manual greenhouse controls, geothermal heat exchange system.

- Implement Safety, Quality Assurance and Training Programs: Assist Safety Chairman as necessary and ensure regular safety meetings.
- Efficiency and Productivity: Constantly scrutinize and re-assess nursery operations. Look to improved methods, ways to reduce labor and cut costs without affecting quality and productivity.
- Feedback and Liaison: Effective communication of events to the Nursery Manager. Liaison and discussion with the Nursery Manager before implementing changes relating to ANY of the above points.
- Teamwork. Promote, enthuse, encourage and respect all members of the IFA team.
- Company policy: Promote and enforce Company policy at all times.

#### QUALIFICATIONS:

- Possess technical and practical knowledge of growing conifer seedlings or other relevant greenhouse crops
- Possess an understanding of seed treatment and handling, plant nutrition, plant physiology, pests and diseases
- Possess strong communication skills
- Possess or be able to obtain a pesticide and chemical applicator's license
- Possess a valid driver's license
- Competent computer skills – Excel, Word, Outlook, GH applications

#### BENEFITS AND WAGE

- Highly competitive annual salary matching your experience and ability
- Paid Time Off
- 401K with company match
- Medical, Dental, and Vision coverage
- Moving compensation

#### Location

Aurora is in Marion County just 45 minutes from Portland and 90 minutes from the Oregon coast. A quick drive in any direction provides fun activities year-round; sports games, beer/wine tours, golf, camping, hiking, skiing, mt. biking, hunting, fishing, water sports and more.

#### How to Apply

Please send a resume and list of references to [Tcushman@ifanurseries.com](mailto:Tcushman@ifanurseries.com).