

## **JOB DESCRIPTION – CASEY TREE FARM GENERAL MANAGER**

### **GENERAL DESCRIPTION OF DUTIES**

The Casey Tree Farm General Manager (GM) oversees day-to-day operations of Casey Tree Farm (CTF or “farm”), its tree nursery; forest, fields and other natural features; buildings and other man-made infrastructure. The GM ensures the production of high-quality trees in targeted quantities, types and species to meet organizational needs. The GM ensures that all structures are maintained appropriate to their use, and that farm grounds are maintained to minimize environmental impact while maintaining aesthetics through effective management of contractors and deployment of CTF staff. The GM also serves as Casey Trees’ (CT) on-site ambassador to residents, tenants, farmers, businesses, governments the community generally speaking, to achieve the organization’s objectives.

### **REPORTING RELATIONSHIPS**

- Reports to, supports, and receives direction from the Chief Operating Officer (COO); works with the Executive Director (ED) on special projects and initiatives.
- Reports through the COO to the Board of Directors as required.
- Directly supervises, manages and mentors full and part time employees, volunteers and interns to carry out “key responsibilities and functions” listed below.
- Serves, actively contributes and collaborates as a member of CT’s leadership team of department heads, the COO and ED.

### **POSITION CLASSIFICATION: Exempt**

### **KEY RESPONSIBILITIES AND FUNCTIONS**

#### **Nursery Management**

- Manages all aspects of Casey Trees’ tree nursery, primarily B&B and Root-Bag material that meets or exceeds American Nursery Standards as detailed in “*American Standard for Nursery Stock*” (ANSI Z60.1-1996).
- Produces sufficient type, quality and quantity of trees to satisfy 80% of CT’s in-house planting needs; satisfies additional production commitments as needed.
- Sells excess production stock to recoup costs.
- Engages soil management best practices to ensure sustained, long-term tree production.
- Maintains tree nursery and farm grounds to meet intended objectives of these lands.
- Develops and tracks nursery and grounds budgets, operating within identified parameters.
- Specifies and purchases tools, equipment and all materials required for operations.
- Conducts and oversees the maintenance of all tools, vehicles and equipment.
- Manages, oversees, trains and mentors staff and volunteers in planting, pruning, fertilization, integrated pest management (IPM), irrigation, harvesting, etc.
- Ensures a safe work environment: minimizes injuries through the regular staff training; up to date pesticide/related licensing; required personal protective equipment, and; adherence to OSHA and related standards governing farm operations in the Commonwealth of Virginia.

#### **General farm lands and infrastructure – management & oversight of:**

- Buildings, barns, roadways, bridges and all other infrastructure existing or proposed.
- Security/fire contracts and utilities.
- Construction/repair/maintenance contracts.
- Tenants – including field, structure and hunting leases and agreements.
- The Arboretum and weekend visitors as needs dictate.

### **Additional Responsibilities**

- Effectively and proactively coordinates with CT Tree Planting, Education, Communications, Research, and other staff as required to meet organizational needs related to nursery production, tree planting, training, development, and volunteer engagement.
- Attends meetings, seminars and other gatherings, provides presentations to promote/support the mission and activities of the organization.
- Serves a part of the CT leadership team of Departmental Directors in planning and execution of organization-wide initiatives and activities.
- Stays current on technical aspects of nursery production operations and management.
- Creates new, and nurtures existing relationships with the green industry to help advance CT's tree production, distribution and sale activities regionally.
- Effectively represents Casey Trees to external audiences to maintain, create new and nurture existing relationships/partnerships;
- Maintains and nurtures local community relationships.
- Assists the ED with special programs and initiatives.
- Connects people to trees, through trees and to Casey Trees.
- Other duties as assigned.

### **APPLICANT PREREQUISITES**

#### **Technical Skills**

- Degree in horticulture or related field
- Minimum of 5 years' experience in tree production or similar position.
- Demonstrated knowledge/experience in tree production, including but not limited to: purchasing; planting, growing (esp. in root-bag and B&B stock); irrigation; equipment operation, maintenance and repair; production area lay-out and spacing; turf and facility management, integrated pest management, pesticide application, etc.
- Demonstrated recordkeeping ability and electronic inventory management.
- General knowledge of grounds and infrastructure maintenance.
- Ability and experience formulating/managing maintenance, construction and related contracts and budgets.
- Knowledge of and ability to use and learn all software necessary to effectively carry out the job e.g.: MS Office including GIS, Microsoft Outlook, Excel and Word, others.
- Certified Pesticide Applicator (State of VA) w/in six months of appointment.
- Clean driving record, valid VA driver's license w/in six months of appointment. CDL a plus.
- Demonstrated ability to safely drive a pickup, bobcat, tractor(s) and related farm equipment.

#### **Management/Interpersonal/Communication/Relationship Skills**

- Excellent communication, organizational and interpersonal skills.
- Demonstrated experience supervising, managing and inspiring staff, interns and volunteers.
- Demonstrated success working in a team environment, both internally and externally.
- Able to lead others with differing viewpoints, both internally and externally.
- Able to successfully manage down, laterally, and up.

#### **Others**

- Performs difficult and strenuous activities required to execute production programs and grounds maintenance including the lifting of loads in excess of 100 pounds.
- Able and willing to work long hours, evenings and weekends as seasonal demands dictate.
- Able and willing to work outdoors in all types of weather.
- Possesses discipline to maintain a demanding workload.

Casey Trees  
Casey Tree Farm General Manager  
Job Description – April, 2017

## **TO APPLY**

Please email the following items to [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Letter of interest
- Résumé
- Availability including start date
- Expected compensation
- Contact information for three references

Enter position title only into email subject line (“Casey Tree Farm General Manager”).

**No telephone or email inquiries please.**

*Casey Trees is an Equal Opportunity Employer*