



Position Description - Skilled Plant Propagator

Australian Ecosystems nursery produces several million locally indigenous plants per annum for land restoration and landscaping projects across South Eastern Australia. The nursery sits in the company structure alongside our consulting, landscaping and maintenance divisions. Together these divisions deliver integrated services to restore and create landscapes that are high in biodiversity and habitat values, and that are aesthetically beautiful and of low ongoing maintenance. The nursery is increasingly selling into the landscape construction market, producing a range of larger format plants for clients and for our own skilled landscape construction teams. As part of your role, you will report to the manager and relevant supervisor.

Employee

Relationships

Reports to: General Manager Nursery / Production Manager

Staff Responsibility: None

Internal Contacts: All AE staff

External Contacts: Clients and stakeholders of the Nursery team

Award Grade: Grade 5

(see Nursery Award 2010 http://awardviewer.fwo.gov.au/award/show/MA000033#P307_30386)

Summary of Work Areas/Key Performance Expectations

The position includes the following duties:

- Duty of care to yourself and other team members through strict adherence to all OHS policies and procedures in accordance with the Occupational Health and Safety Act 2004 , Occupational Health and Safety Regulations 2007 and Australian Standards.
- Adoption and adherence to AE Communication Agreement Policy which promotes a positive, inclusive, respectful, diverse, a mature and solution based working environment for all members.
- The ability to accept directions from Supervisors and Managers
- Successful and efficient completion of all tasks as requested by supervisors or managers
- To assist when required in all aspects of routine nursery maintenance including assistance in seed collection and plant material collection, seed preparation and storage, watering, weeding, propagation, stock movement, picking orders, maintenance of plants, infrastructure, manual loading of trailers and assisting in logistics and despatch



- Communicate resource needs (human and material) to nursery managers/supervisors as necessary to deliver desired results
- Provide feedback to nursery manager/supervisor on all aspects of onsite work such as hazards, weeds, pest or disease outbreaks
- Assist in pest plant and animal control under the direction of the supervisor or manager
- Appropriate care and maintenance of equipment used – secateurs, shears, brush cutters, hedge trimmers etc.
- Maintenance and assessment of irrigation systems under supervision/or after appropriate training
- The ability to work in all areas of the nursery including propagation area, multispan, shade houses, pads and outside areas.

Summary of key tasks

Propagation Area

- Propagation/Potting up using machinery
- Follow monthly and weekly production schedules with production targets, and daily work plans and rosters.
- Update production records and propagation spreadsheets and ensure accuracy of production and stocktake data so nursery has good command of plants ready/under production at all time.
- Assisting in the propagation of a wide range of indigenous and native aquatic and terrestrial plants
- Tray filling
- Direct seeding
- Filling seed trays
- Pricking out
- Potting up
- Division of plant material
- Propagation by seed or cuttings
- Care and maintenance of tools
- Tool and equipment hygiene
- Media hopper operation
- Communicating with supervisor and or/ management the need to re-propagate unsuccessful or poor quality plant stock
- Watering
- Collection of seed or cutting material



- Maintenance of plants; pruning, weeding and fertilising
- Using chemicals to treat pests and weeds under the direction of Supervisor/Manager
- Driving and using plant including tractor, multi one loader, mule and front end loader if inducted.
- Maintaining a productive workload
- Sharing knowledge for new staff to learn from

Self-care and Professional Development

- Keep up to date with trends in the industry, and put forward initiatives to the nursery manager and Director for any relevant professional development experiences that will benefit yourself and the company
- Monitor workload, fatigue levels and personal sustainability, and if workload or hours are excessive, implement strategies to reduce workload to sustainable levels, including, if necessary, seeking advice of the Nursery Manager
- Good personal presentation, honesty, self-motivation, the ability to work independently and a solid work ethic
- Excellent interpersonal, communication, the ability to work within a team, maturity and a positive outlook

General Prerequisite Skills

- Formal qualification in relevant discipline (nursery apprenticeship or horticultural degree)
- Good knowledge and experience with modern commercial plant propagation techniques for native and aquatic plants that include, reproduction from seed, cuttings or division
- Fertilisation characteristics and growing requirements of plants in various stages of propagation
- Horticultural skills that include plant identification skills, plant maintenance and watering
- Honesty, flexibility and strong work ethic
- Excellent interpersonal, communication, teamwork, time management skills and experience and ability to work with a wide range of stakeholders
- Must be physically fit and able
- Current drivers licence
- Agricultural Chemical User Certificate (ACUP) – Desired but not essential
- Competence with mechanical equipment such as brush cutters, hedge trimmers, pumps
- The ability to work cooperatively and productively in a small team environment



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- *Computer skills such as Excel, Outlook, Word* – Desired but not essential
- Reliability, punctuality, good communication skills, positive mindset and self-motivated.
- The ability to change tasks at short notice in order to assist other areas when required.