



Job Title: Christmas Tree Farm Manager

Department: Reservation Stewardship

Reports to: Director, North Country Properties

Salary Range: \$30,000 - \$33,000

Highlight one item from each category below:

Exempt/**Nonexempt**

Full time/Part time

Temporary: yes/**no**

Position Summary:

The Christmas Tree Farm Manager manages the Christmas Tree Farm at the Rocks Estate, and oversees property management work at Bretzfelder Park and the Rocks Estate. A primary responsibility of this position includes day-to-day field work in all four seasons. The position is also responsible for managing seasonal workers (hiring, supervising and training) and the oversight of facilities and equipment maintenance. The Christmas Tree Farm Manager will work closely with the Director, North Country properties to make the Christmas Tree Farm operations efficient and self-sustaining. He or she will be a liaison between the Forest Society, the public and volunteers. Good communication skills and the ability to interact with people positively are vital. The position is full time, year round with a 40 hour a week work schedule.

Essential Duties and Responsibilities:

- Carry out seasonal operations in the Christmas tree farm, including planting;, spraying (requires license), tree shearing, fertilizing and tree harvesting;
- Recruit, hire, train and manage the “crew” of seasonal staff;
- Manage day to day site operations including building and grounds maintenance;
- Oversee maintenance of heating plants in all buildings;
- Manage all programs and staff when the director is away;
- Work effectively and cooperatively with all other Forest Society staff;
- Carry out where possible, or oversee regular and emergency machinery maintenance;
- Help cut, block and split wood for heating plants and for sale;
- Delivery of some public educational programs, including being on call for program and events when necessary;
- Attend appropriate organizational meetings including staff meetings, reservation stewardship committee meetings, and appropriate management staff meetings;
- Attend professional meetings when appropriate and necessary;
- Update property signage as needed;
- Other duties as required.

Contributions/Outcomes:

This position is primarily responsible for managing the Christmas tree farm operation as a core program, including the hiring supervising of all work crews and ensuring a positive experience for farm customers. The position is also responsible for year round maintenance of the Rocks Estate and Bretzfelder Park properties, and assists the Forest Society's reservation stewardship staff in maintaining other Forest Society properties in the area. The position may require delivery of interpretive and educational public programs, which are offered on the properties year round. The position will provide continuity in management in the absence of the Director, North Country Properties.

Qualifications and Skills Required:

The Christmas Tree Farm Manager should have a minimum of 2-3 years of commercial farm experience and experience with hiring, training and supervising others. A minimum education of a two year community college degree or equivalent is preferred. A degree with program focus in agriculture and/or management is preferred.

Demonstrable skills include:

- Good people skills (including friendly outgoing manner);
- Ability to operate and maintain farm equipment including one ton truck, tractor and chain saw;
- Ability to work independently with a minimum of supervision;
- Ability to hire, supervise and manage seasonal workers;
- Driver's license and proof of insurance required;
- Ability to use Microsoft Word, Excel and Power Point;
- Pesticide license specifically for Christmas tree production or willingness to get licensed within 18 months of hire;
- Ability to get Medical Certificate for operating farm equipment;
- Ability to drive a one ton truck with a 20 foot trailer;
- Good organizational skills (with strong attention to detail).

Working Conditions:

The Christmas Tree Farm Manager must be prepared to work indoors and outdoors, conducting physically strenuous work in a wide variety of weather conditions. Indoor work is in old buildings with dust as a factor. Schedule will include nights, weekends and holidays during parts of the year using an alternative schedule so total hours for a week won't exceed 40.

Physical Requirements:

Must be able to stand for long periods of time in the cold or the heat, climb stairs, lift approximately 80 lbs. and travel long distances carrying equipment over rough ground in wooded areas.

Direct Reports:

Seasonal employees

Approvals

Manager:

Date:

Human Resources:

Date:

Last Reviewed: May 20, 2015