



Katanning Environmental Inc.
8 Curlew Street; PO Box 803
Katanning WA 6317
ABN: 51 266 267 504

Katanning Environmental Nursery – Nursery Site Supervisor

Position Description

This is a full-time position, 5 days per week, based at the Katanning Environmental Nursery, 8 Curlew Street, Katanning.

Katanning Environmental Nursery (KEN) grows Australian native seedlings for revegetation and retail purposes across southern WA. It is run by Katanning Environmental Inc., as an enterprise to raise funds for our not-for-profit community Landcare group and local environmental projects. We can currently grow in excess of 800,000 stems per year working with more than 150 customers, and are looking to expand our business.

PRIMARY FUNCTION:

Oversee plant production and plant health throughout nursery.

- Ensure all activities related to producing healthy plants for the nursery business are carried out by coordinating and supervising staff, as well as personally carrying out required tasks to grow high quality, healthy plants, large and free of diseases.
- Have no major losses from diseases or controllable factors.
- Continue to learn about plant health and improve overall success rate of plants.

PRINCIPLE OUTPUTS:

- Get all Nurseries to capacity
 - Grow a minimum of 500,000 healthy, saleable stems of open pollinated revegetation plants for sale in each season
 - Oversee successful growth of up to 150,000 saleable contract cuttings for both Eyres Green and Anameka in each season
- Undertake training, documentation, and nursery updates required to lead nursery towards NIASA accreditation
- Review potential income streams for optimisation and integration into existing systems

REPORTING RELATIONSHIPS:

- Work under the direction of the KEInc Chairman on behalf of the Committee, and the Executive Finance Officer for overall strategic directives and legal compliance, and to ensure smooth, uninterrupted operations and production schedules, including advising of equipment and staffing requirements.
- Work closely with the Nursery Customer Service Officer to ensure up-to-date records on plant counts, stock availability, and order fulfilment requirements.
- Coordinate, supervise and train all full-time, part-time and casual staff, as well as volunteers, providing direction when required

AREAS OF AUTHORITY:

- To spend \$500 on operational necessities, without prior notification
- To undertake maintenance and repairs activities as required, including fixing problems, faults, damages, stock shortages, or equipment malfunctions, and to order supplies required, within budget set. Confirmation or assistance from Executive Finance Officer may be required.
- To hire, fire, coordinate training, supervision, discipline, rosters and work schedules and tasks of casual staff, within the bounds of the Nursery Award, Fair Work laws, and budget and output targets set to achieve the required outputs throughout the year.





ROLES & RESPONSIBILITIES:

Ensure all activities related to producing healthy plants for the nursery business are carried out by coordinating and supervising staff, as well as personally carrying out required tasks to grow high quality, healthy plants, large and free of diseases.

- **Ongoing - Plant Health and Nursery Maintenance**
 - Monitor plants daily for watering needs, particularly edge watering, and adjust watering regime/reticulation to suit weather and plant health requirements
 - Inspect plants for diseases and pests, apply fertiliser, fungicides, and other treatments as required, in line with seasonal factors and plant needs
 - Pull shade cloths and tunnel house covers
 - Inspect sprinklers, and carry out required maintenance
 - Weed trays as needed
 - Weed under benches, around grounds, snip, mow, and spray as required
 - Keep all areas clean and tidy
 - Coordinate removal of spoil pile at regular intervals
 - Count plants, monitor health and losses, reporting figures through OneDrive, at minimum once per month, and more frequently at grading.
 - Ensure good biosecurity at all times
 - Do routine maintenance checks of facility and equipment and schedule repairs as required
- **August- September-October - Preparation for Season**
 - Confirm stock levels for supplies – soil, seed, fertilizer, growth hormone, and other requirements for season and relay needs to Executive Finance Officer for ordering
 - Oversee preparation activities such as empty nurseries of all trays, wash trays, sprinkler checks and maintenance, pull shade cloths, spray for weeds under benches, mowing and other required nursery maintenance
 - Clean and scarify seed in preparation for seeding
- **September-October-November-December - Contracted Cuttings**
 - Coordinate training, motivating, supervising, discipline and other management of casual staff for cutting program, monitoring against targets for volume, quality, hours and expenses.
 - Oversee cuttings program, including washing trays, filling trays, completing cuttings, movement of trays, watering program, fertilising and other tasks as required.
 - Accurate counting, quality control, and recording of outputs, recording within OneDrive files
- **October-November-December - Seeding**
 - Ensure sufficient seed has been secured (ordering in April) before needed and is cleaned and prepared
 - Undertake seeding program as per schedule set in March-April, including hand seeding and seeding machine operations, maintenance, and needle changing
- **Mid-January-Mid-March - Potting On & Thinning**
 - Coordinate training, motivating, supervising, discipline and other management of casual staff for pricking out / thinning program, monitoring against targets for volume, quality, hours and expenses.
 - Oversee potting on program, including load plants from tunnel house that are ready to pot on to work shed, pot on plants from mini plugs to trays, thinning of any plants direct seeded into trays
 - Accurate counting, quality control, and recording of outputs, recording within OneDrive files





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- Labelling with dates, reload into shade houses, with an accurate bench plan completed
- **March-April – Seed Ordering**
 - Review seed on hand, client demand or requests from current season, and begin reviewing planting / seeding plan, bench plan, and seed requirements for next season. Coordinate seed orders with assistance from Executive Finance Officer and/or Nursery Customer Service Officer
 - Organise schedule for seeding program for coming season, taking into consideration timing, direct seeding, miniplugs, labelling, and hand planting requirements.
- **March-April-May-June-July - Grading**
 - Coordinate training, motivating, supervising, discipline and other management of casual staff for grading program, monitoring against targets for volume, quality, hours and expenses.
 - Oversee grading program:
 - Begin grading contract cuttings from March
 - Grade robust seeded plants from April
 - Grade disease-susceptible plants late as possible, maintaining tray spacings for health, as required
 - Ensure all viable plants are kept, regardless of size, until instructed to dispose, as agreed with the committee and Executive Finance Officer
 - Count plants, monitor health and losses, reporting figures to Nursery Customer Service Officer at least once per month, and more frequently if required
- **June-July-August - Preparing plants for Collection and Delivery**
 - Assemble orders for collection or delivery
 - Ensure accurate orders are received from Nursery Customer Service Officer
 - Assemble orders onto frames, label and ensure they are watered
 - Complete order collection forms, tray return tags, and equipment hire paperwork as per procedures
- **Other duties, Administration**
 - Ensure any custom orders or contract growing is completed to specification
 - Complete record-keeping tasks as prescribed through the NIASA accreditation scheme, and as required for internal tracking purposes, particularly chemical use
 - Provide ongoing training to casual staff
 - Preparation of SOPs and documentation to be used in training staff, including pictorial guides for each step, and for pest and disease management (documentation and training of staff to recognise issues with plant health, insect or disease attack and steps to appropriately manage)
 - Provide directions to weekend assistants (volunteers or staff) for tasks to be completed
 - Assist with plant deliveries with ute and trailer, if required
 - Attend or lead relevant staff meetings and training events, as required
 - *Pots and Tubes – maintain and sell current stock. Oversee fertilizer and watering regimes for the ‘retail’ plants. Future goals and details of this income stream to be determined.*
 - Attend events, workshops and community engagement activities to share knowledge and information about the Nursery and its activities. Liaise with schools, community groups and local government for opportunities.

QUALIFICATIONS and TRAINING:

- ChemCert - required

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- First Aid – required
- NGIA Training – online training to be undertaken
- Cert IV – Horticulture desirable
- Cert IV – Conservation Land Management - desirable
- Forklift ticket - desirable
- HR/MR Driver's License - desirable

Remuneration starts on Nursery Award MA000033 Level 6 Full-time \$29.78 per hour to start, but progression to higher salary may be negotiated upon successful completion of KPIs. Other benefits include Restricted Personal Use of work vehicle. Performance bonuses will apply in profitable seasons.

Updated 16/03/2023

