

Greenhouse/Conservatory Foreperson

DEFINITION

Work of this class includes planning, assigning, supervising and participating in the work of staff engaged in specialized activities of plant production, maintenance and display in the greenhouse, conservatory, atrium, and other interior environments. Incumbents receive oral and written instructions and exercise independent judgement in determining priorities and planning and modifying work procedures. Responsibilities include discipline of staff; training of employees; ensuring adherence to established safety standards; supervising the maintenance and proper operation of equipment and the physical plant; providing technical advice to subordinates; conducting detailed research related to maintenance and production schedules/programs; and ensuring the production and maintenance of quality plants.

TYPICAL DUTIES*

Supervises and participates in research for plant production and cultural requirements; reviews, approves and as necessary, develops plant production and maintenance schedules/programs for a wide selection of plants (floral, foliage, bedding and exotic materials); supervises the implementation of plant production and maintenance schedules; ensures records are maintained for all activities, plant problems and developmental progress; and evaluates procedures and plants to maximize quality and efficiency.

Supervises the monitoring of growing conditions and ensures that required cultural environment conditions are maintained; ensures problems are identified and develops or approves strategies to resolve problems.

Supervises horticultural procedures including planting, transplanting, propagating, pruning, cultivating, watering, cleaning and fertilizing plants, and preparing plant media.

Approves or develops nutritional programs for specific plant material and supervises the implementation of these programs.

Approves or develops pest control and sanitation programs and supervises the implementation of these programs; approves all recommendations for insect and disease control; orders the required pesticides and control agents.

Supervises and may participate in the work of staff involved in the development and implementation of major shows and displays, including the construction or provision of props and other landscape and design features.

Ensures that production and maintenance standards are met and that systematic evaluation processes are in place to allow for the upgrading of standards.

Maintains contact with the public, civic departments and outside organizations to ensure the provision of high quality customer service.

Reads trade and technical publications and literature and keeps current with new trends.

Provides training and coordinates training programs in conjunction with the supervisor for all staff members.

Ensures a safe and comfortable environment for visitors and staff; ensures proper maintenance procedures of equipment and physical plant are carried out.

Prepares reports including time sheets, work plans, work schedules, project proposals/plans, crop and plant evaluation, etc.

Assists in budget preparation and control; initiates material requisitions; recommends major equipment acquisition.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of horticultural methods, procedures, materials, tools and equipment used in the production and maintenance of conservatory and greenhouse plant crops and materials.

Ability to understand and execute oral and written instructions.

Ability to understand trade and technical publications and literature.

Ability to prepare reports and cost estimates for projects and crop production.

Ability to plan, assign and supervise the work of subordinates and to train staff in the use of horticultural, safety and operational procedures.

Sufficient strength and dexterity to perform the required work.

Knowledge of the occupational hazards and safety precautions applicable to the work.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth school grade or an equivalent combination of training and experience. Four years of progressively responsible experience in greenhouse activities, including demonstrated supervisory ability. Completion of 35 credits directly related to greenhouse operations, and the second general knowledge exam from the Guelph Horticultural Certificate program or an equivalent program. Completion of Level II Forepersonship Training or an equivalent; Level IV Forepersonship Training must be completed upon appointment. Possession of a valid Pesticide Applicator's License and a Class 5 Alberta Motor Vehicle Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0029			
Last Updated:	2025-05			
Previous Updates:				
Originated:	1990-02			