

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Seed Orchard Crew Member

Requested Class

Natural Resources 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

0500

Cost Centre

01996

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

VACANT

Organizational Structure

Division, Branch/Unit

Forestry, Forest Stewardship and Trade/ Gen & TI

Current organizational chart attached?

Supervisor's Position ID

0000000

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Natural Resources 8

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The seed orchard crew member job exists to maintain, measure and harvest crops from the tree improvement assets owned by the government of Alberta and located at the Alberta Tree Improvement and Seed Centre and other locations in Alberta.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Implement annual seed orchard field work plan: fertilizing, irrigating, pruning, mowing, pollen and phenology monitoring and cone harvests.
2. Complete trial measurements and vegetation management activities: height, diameter, health codes, brushing and weeding.
3. Assist horticulture specialist with greenhouse related work: weeding, watering, seedling conditioning and packing.
4. Assist reforestation program assistant with seed bunker inventory and transactions.

Problem Solving

Typical problems solved:

Problems related to equipment operation, measurement methodology and organizing and executing work tasks to ensure successful completion.

Types of guidance available for problem solving:

Co-workers, supervisor, manuals and other documentation resources.

Direct or indirect impacts of decisions:

Decisions impact the health and viability of orchard and research trial assets. Measurement accuracy affects usefulness of data collected.

Key Relationships

Major stakeholders and purpose of interactions:

Co-workers and visitors to the ATISC. Purpose of interactions with co-workers are to ensure tasks are clearly understood so they can be completed effectively and safely. The centre receives various tours and drop in inquiries so professional demeanour and approach to any interactions is necessary.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

High School Diploma

Science

If other, specify:

Some training in natural resources, agriculture or environmental studies would be an asset.

Job-specific experience, technical competencies, certification and/or training:

Basic knowledge of forestry and agriculture practices and an aptitude for operating equipment such as mowers, tractors and brush saws.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> Asks questions to understand a problem Looks for new ways to improve results and activities Explores different work methods and what made projects successful; shares learning Collects breadth of data and perspectives to make choices 	<p>Continuous learner and shares experience and perspectives when tasks are being planned and executed.</p>
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> Sets goals and prioritizes work Identifies and corrects 	<p>Organizes work tasks to complete them in a timely and effective manner.</p>

		areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system	
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Understands need for change and manages own emotions: • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers	Takes initiative to further program objectives when regular tasks are completed by asking co-workers what they can do to help.

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	
DM Name	Date yyyy-mm-dd	DM Signature