

JOB DESCRIPTION

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| Working Title Greenhouse Supervisor |
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| Division, Branch/Unit Properties Division/Property Management Branch/Government Centre Area/ Legislature Grounds and TPM Buildings | Ministry Infrastructure |
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| Present Class Maintenance Service Worker 3 |
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

This position plans, organizes, and coordinates the operations and maintenance of the Alberta Government greenhouse. Included in the responsibilities of the Greenhouse Supervisor are the design, planting, and maintenance of flower beds within the grounds and the design and preparation of summer and winter floral containers displayed throughout the grounds. This position plans and coordinates the sourcing, production, and care of a wide variety of plants, including bedding, foliage, and exotic plant materials, to meet the requirements of the Alberta Legislature grounds. The Greenhouse Supervisor develops and coordinates planting, watering, and fertilizing schedules, monitors and resolves plant diseases, and implements an integrated pest management program to facilitate the production of high quality plants.

This position supervises permanent, wage, and contracted staff as required to operate the greenhouse, plant and maintain flower beds, and prepare summer and winter floral displays. In addition to scheduling, assigning, and monitoring the work of staff, the Greenhouse Supervisor ensures work is performed in accordance with established standards and safety requirements and staff are appropriately trained and competent in relation to performing assigned work.

As a member of the team responsible for the operation, maintenance, and enhancement of the Alberta Legislature grounds, this position works closely with other supervisors to plan, allocate, and deploy resources for associated activities, events, and initiatives. Reporting to the Facilities Coordinator, this position functions within applicable legislation, regulations, policies, guidelines, and standards.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Plant materials are available for year round use in the Alberta Legislature grounds through the development, implementation, and continual enhancement of a plant production program that aligns with established horticulture industry standards and requirements.
- Activities:**
- Researches and selects flower seeds, plant cuttings, and plugs from appropriate suppliers in accordance with guidelines, standards, and Alberta Legislature grounds requirements.
 - Prepares orders for flowers, plants, seeds, and supplies (e.g., plant nutrients, fertilizers, biological controls, disease control chemicals) and checks invoices associated with costs and delivery of materials and supplies.
 - Plans, schedules, and oversees completion of greenhouse activities to produce quality plants, including ensuring appropriate methods of propagation are applied, required media is used, and plant health, water, and fertilization requirements are met.
 - Monitors plant material and inspects plants for pest patrol and sanitation program, identifies pests and diseases, and implements appropriate biological, environmental, and chemical control measures and programs.
 - Designs and supervises construction, planting, and maintenance of annual and perennial flower beds on the Alberta Legislature grounds, taking special events scheduled for the grounds into consideration during design phase as required; determines associated layouts and plant types, quantities, and specifications.

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- Selects, designs, and coordinates preparation of summer and winter floral containers placed throughout the Alberta Legislature grounds.
- Researches trends and issues pertaining to plant materials, flower bed and floral designs, and new planting technologies, and innovative approaches that are appropriate for the Alberta Legislature grounds.

2. The Alberta Government greenhouse is operated in accordance with established standards and requirements.

Activities:

- Prepares work records and reports, requests quotes, and maintains inventory and pesticide records as input to greenhouse equipment and supply life cycle management and operational plans.
- Coordinates purchasing associated with greenhouse operations and maintains records and balances essential to estimating and determining operational costs.
- Identifies and addresses repair and preventive maintenance requirements for the greenhouse and associated tools, equipment, and vehicles.
- Prepares and administers contracts associated with greenhouse operations and maintenance requirements, including developing tender documents and contracts, coordinating and supervising work of contractors to ensure requirements are met, reviewing invoices prior to processing, and resolving issues as required.
- Liaises with the public, representatives of other ministries, and stakeholders to respond to issues, exchange information, and ensure greenhouse operations run efficiently and effectively.

3. Greenhouse staff members are trained and supervised in accordance with relevant standards, guidelines, and practises to facilitate delivery of coordinated operations and outcomes.

Activities:

- Supervises permanent, wage, and contracted staff as required, including scheduling, allocating and monitoring work, participating in recruitment, developing performance agreements, ensuring production and maintenance standards are met, evaluating performance, approving vacation and time off requests, and verifying time sheets as appropriate.
- Provides orientation, training, coaching, and mentoring to staff members, including direction and support for decision making, problem solving, and conflict resolution.
- Ensures staff apply proper maintenance procedures for greenhouse equipment and physical plant.
- Develops, implements, and evaluates systems and processes pertaining to greenhouse operations and provides direction to staff members in relation to operational policies, processes and procedures.
- Applies knowledge of and trains others in the Occupational Health and Safety (OH&S) Regulation and Code and other safety guidelines to ensure safety of staff members.
- Conducts tailgate safety meetings, addresses potentially hazardous situations, ensures behaviours are adapted according to changing work environments, and ensures safe work standards are met and put into practice.

4. The Facilities Coordinator and Facilities Manager are supported in achieving relevant goals and outcomes.

Activities:

- As a member of the facilities team, works closely with other supervisors to plan, allocate, schedule, and deploy resources associated with maintenance, operations, and enhancement of the Alberta Legislature grounds (e.g., cleaning pools, launching program initiatives, maintaining site, setting up / tearing down event infrastructure, snow removal, litter pickup).
- Provides input to action request responses, briefing notes, plans and reports, and ministerial correspondence, including working with other team members to collect information and complete background materials.
- Develops recommendations relating to major expenditures and provides input to budgets / forecasts as required.
- Establishes and maintains effective relationships with clients, visitors, suppliers, contractors, and stakeholders, representing the GoA and Ministry in a positive manner when responding to enquiries and concerns.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This working position plans, organizes, and coordinates the operation and maintenance of the Alberta Government greenhouse, which includes responsibility for flower beds within the Alberta Legislature grounds and summer and winter floral containers displayed throughout the grounds. The Greenhouse Supervisor manages the care of a wide variety of plants, flowers, shrubs, and trees, supervises, and trains greenhouse staff, and observes and maintains environmental standards for horticultural production.

This position makes decisions and solves problems relating to diverse activities associated with greenhouse operations and the design, preparation, and maintenance of flower beds and floral containers located throughout the grounds. The Greenhouse Supervisor is responsible for selecting and purchasing seeds, plugs, cuttings, specialty plants, plant nutrients, fertilizers, biological controls, and disease control chemicals. In addition, this position is accountable for quality control of plant materials, weed maintenance, and identifying and addressing pest and plant disease problems.

The Greenhouse Supervisor exercises initiative, professional judgement, and personal direction to identify and resolve inefficiencies, issues, and concerns relating to greenhouse operations and the design and maintenance of flower beds and summer and winter floral and seasonal lighting displays. In addition, strong organizational and time management skills are required to plan and oversee horticultural planting and flowering schedules and the design, layout and maintenance of flower beds and floral displays on an annual basis for the public and visitors the grounds to enjoy. This position is also relied on to work closely with other supervisors to support the operations of the Alberta Legislature grounds, including planning and allocating staff resources to varied activities throughout the year.

The Greenhouse Supervisor functions with considerable independence. Situations outside established policies, directives, and guidelines or without clear precedent are discussed with the Facilities Coordinator, as are highly complex or sensitive issues. Recommendations for major changes to systems and processes or with major resource allocation or financial implications are also discussed with the supervisor. This position supports the Facilities Coordinator to effectively plan and use available resources, increase productivity, and anticipate and respond to major issues by providing expertise relating to greenhouse operations and the design and maintenance of flower beds and floral displays for the grounds.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Greenhouse Supervisor requires comprehensive knowledge of:

- Horticultural practices and procedures, including soil preparation, transplanting, propagation, planting of bulbs, seeds and plugs, temperature, humidity and light requirements, fertilizing, pruning, cultivating, cleaning, and watering.
- GoA and Ministry policies, procedures, and guidelines pertaining to the operations, maintenance, and enhancement of the Alberta Legislature Grounds.
- Government business plans, goals, strategies, and priorities as they relate to the Ministry, division, and branch.
- Budgeting, forecasting, procurement, and contract administration principles and processes safe operation and maintenance of relevant equipment and tools.
- Clients and visitors affected by Alberta Government greenhouse operations.
- Relevant provisions of legislation, regulations, and directives (e.g., Pesticide Application, OH&S and WHMIS, First Aid and CPR standards, Master & Subsidiary Agreements, Code of Conduct and Ethics, *Freedom of Information and Protection of Privacy Act*).
- Relevant information systems and business productivity tools (e.g., Microsoft Office, internet).

The Greenhouse Supervisor must have strong and demonstrated:

- Communication and interpersonal skills to provide direction to staff members and contractors and interact positively with clients and visitors, including resolving issues and responding to enquiries relating to greenhouse operations.
- Supervisory and leadership skills, including ability to plan and assign work, promote teamwork, and support staff in adapting to shifting priorities and changing situations.
- Negotiation and conflict resolution skills.
- Organizational and time management skills, including ability to prioritize multiple and competing requests for services.
- Analytical and problem solving skills.

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- Administration skills, including ability to prepare and administer contracts, initiate and track orders, manage files, and keep records.

The Greenhouse Supervisor must be able to:

- Plan and manage activities essential to greenhouse operations
- Accurately estimate resources needed for greenhouse plant production program, supplies, and equipment orders
- Train staff in horticultural, safety, and operational procedures
- Plan and coordinate multiple and diverse activities and projects under time and seasonal pressures
- Read, analyze, and interpret relevant technical and trade publications and literature
- Remain current with trends and issues pertaining to greenhouse operations and wide variety of plant materials
- Exercise professional judgement and decision making
- Demonstrate initiative, creativity, and attention to detail and accuracy
- Demonstrate commitment to confidentiality, tact, diplomacy, and client service

Additional information:

- Work includes various types of physical labour, availability for 24 hour call out, rotational schedules, and/or overtime, and requirement for relevant training (e.g., WHMIS, First Aid, CPR)
- Work can include exposure to severe weather conditions
- This role is classified as a working supervisor

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Greenhouse Supervisor has regular and ongoing contact with:

- Clients and visitors to the Alberta Legislature grounds to exchange information and respond to greenhouse and gardens-related enquiries and issues
- Representatives of Alberta Infrastructure and other departments to exchange and clarify information, respond to requests and enquiries, and coordinate activities
- Vendors, suppliers, and contractors to respond to questions and enquiries, provide direction, resolve issues, address concerns, clarify and exchange information, and coordinate activities