

BAILEY[®]

NURSERIES

POSITION: Foreperson – Production
Illinois

JOB OVERVIEW:

Will assist the Department Head with all aspects of outdoor container plant production.

JOB DUTIES/RESPONSIBILITIES:

- Direct crews and monitor different tasks related to plant growth and maintenance such as trimming, spacing, and consolidating.
- Maintain accurate records and metrics of specific production tasks as directed.
- Monitor workplace activity and processes to ensure maximum productivity.
- Work with Department Head on land planning, ground preparation for new plantings and crop rotations.
- Evaluate work performance of subordinates. Monitor attendance, and review timecards.
- Responsible for handling disciplinary issues and/or other personnel matters.
- Work with Department Head on sequencing/prioritizing workloads.
- Ensure supplies/equipment needed for production crews is sufficient and available during work hours.
- Work with Department Head ordering supplies and materials from external vendors as needed.
- Identify, develop, and train new employees on company policies.
- Work with shop staff troubleshooting mechanical problems with equipment when necessary.

QUALIFICATIONS/SKILLS:

- High school diploma or equivalent required.
- Basic computer skills using Microsoft Word, Outlook, and Excel required.
- Bilingual helpful.
- Able to direct, lead and work with a diverse group of people.
- Work weekends/extended hours as needed.
- Strong communications skills both written and verbal.
- Ability to work with a diverse group of people.
- Willingness to work in adverse weather conditions.
- Learn and then execute company policies/procedures/rules as applicable.
- Have a valid driver's license with a clear driving record.
- Must take and pass employer paid pre-employment drug test & background check.

ADDITIONAL INFORMATION:

Work Location: Onarga, Illinois

Please submit cover letter, resume and minimum salary expectations to:
laurie.norman@baileynurseries.com