

SKCAF Property and Nursery Management Responsibilities

Effective Date:	January 10, 2007
Approved by SKCAF Board on:	January 10, 2007
Applicability:	Lake Wilderness Arboretum Grounds
Manager of Responsibility:	PMD Chairperson and Nursery Chairperson

This document list some of the responsibilities of the property manager and the nursery manager. This list can be used to help prepare a statement of work for the individuals who fill those jobs. This document is intended to be a guide for defining tasks to be performed. When a statement of work is prepared, it may include additional tasks or not include some of the tasks listed in this document. As such, this document should be reviewed and updated as required by the PMD chairperson or Nursery chairperson on a yearly basis. The PMD chairperson manages the property manager and the Nursery chairperson manages the nursery manager.

Property manager tasks include:

- **Irrigation**
 - **Winterization and dewaterization in the fall and spring respectively.**
 - **Maintain log showing water use and watch for indications of a leak.**
 - **Set controls for irrigation of gardens carefully to maintain health of plants but with attention to saving water when possible.**
 - **In the spring, or early summer, check each plant in the SM collection, making sure emitter is functional and weed around plant while checking. This is a week long job and is best done right after the spring sale if not before so that plants have been cared for before they come into full bloom.**
- **Mowing the Arboretum grounds as required. Note that sometimes volunteers may mow the grounds thus negating the need for the property manager to do this.**
- **Report problems, including vandalism, hazard trees, and problems with plant specimens, to PMD.**
- **Maintain equipment.**
- **For the water feature, check pump screen regularly, especially in winter when leaves can easily create problems.**
- **Fertilize plants as appropriate.**

SKCAF Property and Nursery Management Responsibilities

Nursery manager tasks all occur within the nursery or in direct support of the nursery. They include:

- **Maintain nursery stock.**
- **Water, weed, prune, stake, transplant, propagate, resize, and shift container stock as needed.**
- **Supervise pest control within the nursery.**
- **Manage irrigation within the nursery.**
- **Be responsible for spacing and placement of nursery stock in hoop house and nursery to ensure proper growth.**
- **Develop a plant nutrition program.**
- **Assist volunteers in planting, and transplanting stock.**
- **Order materials such as fertilizer, pots, labels, and other nursery and greenhouse related accessories.**
- **Maintain and order soil and potting mixes as needed.**
- **Help insure volunteers follow health and safety procedures.**
- **Price plants.**
- **Controlled growing environments.**
- **Monitor and adjust mist house and hoop house heating, cooling, and irrigation systems.**
- **Manage weed, pest and disease infestations within the nursery.**
- **Assist in the training for all new workers.**
- **Develop planting schedule and production plans.**
- **Determine type and quantity of stock to grow.**
- **Order seed, liners, and bareroot stock for plant production.**