

Sweet Lane Nursery- Santa Rosa, CA



Operations Manager

General Purpose and Scope of Position

Are you action oriented with a positive can-do attitude? Logistical with a proven ability to lead and influence? Personable with strong analytical and time management abilities? Do you thrive working in a dynamic team environment? If this describes you and you have excellent organizational skills, Sweet Lane Nursery wants to hear from you!

Sweet Lane Wholesale Nursery is located in Santa Rosa, CA, just east of the Sonoma State Campus. We have been supplying the landscape industry since 2000. Our reputation is based upon providing stellar customer service while supplying high quality plant material to Sonoma, Napa, Marin and San Francisco. Our inventory includes specimen grade trees, an extensive collection of Japanese maples, and larger, premium grade screening material.

We are currently seeking a Nursery Operations Manager with a proven record of leadership and successful nursery operations management. The ideal candidate will ensure outstanding operational success through effective short to long-range production planning as well as management of the field labor team, pest control program, deliveries dispatch and equipment maintenance. Key interactions include coordination with the General Manager to develop and implement production planning and overall nursery maintenance, and, with Sales Associates to coordinate dispatch of arriving plant material and customer deliveries. Critical to the position is the ability to assess needs, devise solutions, train personnel, make decisions and implement change.

Key Skills and Abilities Include

- Ability to lead, train, and influence
- Strong analytical skills
- Ability to handle multiple projects simultaneously
- Proficient user of Microsoft Excel, Word, and Outlook
- Must be certified in CA as a pesticide applicator, understand and implement an ongoing pest management program according to best practices and CA law.

Key Personal Attributes Include

- Personable mannerisms
- Strong time management skills with initiative to set appropriate priorities
- Excellent written and verbal communications
- Consistent detail orientation with a wide range of responsibilities
- Bachelor's degree (preferred) or a combination of education and work experience
- Minimum five years' experience in a similar role

- Logistics experience a plus

Specific Responsibilities Include

- Field Team Management – Task planning and direction / training best practices
- Receive / Inspect arriving plant material
- Manage plant material production program – CA and OR material
- Maintain plant material shifting program
- Manage/Execute Pest Management / Weed Abatement Programs
- Maintain Pruning / Fertilizing / Staking programs
- Irrigation System Maintenance / Scheduling
- Fertigation System Maintenance
- Facilities Maintenance – Greenhouses / Shadehouses / Gravel Lanes & Staging Areas
- Equipment Maintenance Scheduling
- Dispatch / Truck Loading / Driver Management
- Will-Call Program Management
- Maintain Clean / Neat / Efficient Staging of Plant Material in coord. with Sales Team and General Manager
- Manage Material Shift Program

Compensation and Benefits

- Competitive annual salary (to be determined based on experience and other factors)
- Annual Bonus based on the nursery's performance
- Comprehensive employee health benefit offerings – Health / Dental
- Paid Time Off and Paid Holidays

To apply for this position, please forward your resume to info@sweetlanenursery.com and request an application. You may also deliver your resume and request an application in person at 6652 Petaluma Hill Road, Santa Rosa, CA. We are open Monday through Friday from 7:30AM to 4:30PM. We look forward to hearing from you!

Sweet Lane Nursery and Vineyards, Inc. is an Equal Opportunity Employer