



# PRAIRIE MOON NURSERY®

local 507-452-1362 | toll free 866-417-8156

[www.prairiemoon.com](http://www.prairiemoon.com)

32115 Prairie Lane | Winona, MN 55987

*Prairie Moon Nursery is a native seed and plant nursery in the lovely Driftless area of Southeast MN, 10 miles south of Winona. Since 1982 we have enjoyed steady and successful growth as one of the most reputable mail-order and internet suppliers for native wildflowers and grasses – both in seeds and plants. We carry over 700 native species and serve small backyard gardeners, large government agencies and everyone in-between.*

## **Position: ASSISTANT MANAGER OF OPERATIONS**

**Designation:** Full time, permanent. Mon-Fri, hours can range from 6 am to 6 pm seasonally

**Supervised By:** Operations Manager, Production Manager and Production Assistant Manager

**Position Summary:** We are seeking an enthusiastic and experienced individual to be a part of our Facility Operation team. This position prioritizes maintaining, expanding, and improving our infrastructure, equipment, and methods of production. As we continue to grow, we seek to modernize our seed production with a creative and innovative mentality.

## **Essential Responsibilities and Duties:**

- Operate Large Equipment:
  - Tractor, combine, etc.
- Manage facility infrastructure:
  - Maintain equipment, vehicles, and infrastructure systems (i.e. electrical, waterworks, climate control)
- Manage the overall Nursery property:
  - Mowing
  - Plowing
  - Spreading gravel for road maintenance
  - General maintenance tasks – indoor and out
  - Overall organization
- Assist Production Manager:
  - Control weeds and pests using an integrated weed/pest management program.
  - Utilize and maintain mechanical harvesters
  - Design and improve equipment
- Coordinate the Safety Program:
  - Work with Risk Management advisors – an outside resource – to develop and implement training sessions for new employees to reduce risk and accidents in the workplace

## **Qualifications, Knowledge, and Skill Requirements:**

- An excellent attitude and ability to manifest positive experiences
- Ability to recognize problems and find solutions.

- Ability to tackle multiple ongoing projects while maintain a positive attitude
- Ability to work independently and in conjunction with a team
- Agricultural or farm experience
- Knowledge of agricultural Equipment (i.e. tractors, combines, threshers, mills, sprayers)
- Experience using herbicides/pesticides, tractors, etc?
- Mechanical maintenance experience
- Knowledge of Infrastructure Systems (i.e. electrical, waterworks, climate control)
- Construction experience

**Applicants Must Have:**

- Valid Driver's License
- High School Graduate; Post-Secondary is preferred
- 2+ years Operation Management and/or Agricultural experience

**Physical Requirements:**

- The position is physically demanding. Lifting 50+lbs, bending, and working outside in extreme heat and cold is not un-common. Prairie Moon is a tobacco-free workplace.

**Pay Range:** starting at \$16.00

**Benefits:** Paid time off (after 3-month employment evaluation), SEP retirement contribution after 2 years, and flexible workdays/hours.

To apply, please send a resume and 2 references, to Sunshine Love, [sunshine@prairiemoon.com](mailto:sunshine@prairiemoon.com)

*The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This position description in no way states or implies that these are the only activities to be performed by the employee responsible for this position.*

11/2021



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