



THEODORE PAYNE FOUNDATION

(818) 768-1802

10459 TUXFORD STREET
SUN VALLEY, CALIFORNIA 91352

THEODOREPAYNE.ORG

Job Opportunity: Nursery Technician

Posted October 13th, 2023

POSITION OBJECTIVES

TPF is seeking a hard working and detailed oriented individual to assist in nursery crop care and management. The Nursery Technician is a supporting role that reports directly to the Production Manager and works across multiple departments to ensure that quality plants are made available to the public. The Nursery Technician will also help the organization in its mission to deliver comprehensive adult education services to the public. We are seeking an applicant with some experience in the nursery and or horticulture field, but will be giving considerable on the job training to the successful applicant.

DUTIES & RESPONSIBILITIES

- Work in production under supervision of Production Manager to carry out day-to-day nursery work including potting up, irrigation, weeding, propagation, and general plant care (60%).
- Under supervision and guidance of the Director of Horticulture, carry out pest control measures to ensure that plants are optimal quality (10%).
- Help coordinate production plant moves through site preparation, plant labelling, and volunteer oversight (20%).
- Under mentorship of department colleagues, deliver adult education courses pertaining to relevant duties (5%).
- Serve as Sales Yard backup support during staff shortages, high public visitation days, and sales events (5%).

KNOWLEDGE, SKILLS & ABILITIES

- Spanish language fluency.
- Knowledge of CA native plants and the ID strongly desired.
- Strong interpersonal skills, including the ability to communicate effectivity with supervisors, coworkers, volunteers, and customers.
- Willingness to learn on the job and advance their knowledge of native plant care and management.
- Willingness to participate in Integrated Pest Management, including vertebrate pest pressures.
- Attention to detail, ability to multi task and stay organized.
- Ability to walk, bend, lift, carry and push up to 50 lbs. of material on uneven terrain in strenuous conditions and ability to stand for long periods of time.
- Manual dexterity, hand-eye coordination, and ability to do repetitive motions/actions on a regular basis.
- Ability to tolerate working outside in variable conditions.
- Valid CA Driver's license.



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BENEFITS

- Medical and dental insurance
- Retirement plan eligibility with up to 4% employer matching after introductory period
- Sick, holiday, and vacation time
- Staff discount

Schedule: Tuesday-Saturday, 7AM-3:30PM

Pay Rate: \$20.00/hr

TO APPLY

Send cover letter, resume, and current contact information for three references to jobs@theodorepayne.org with the subject heading of

Nursery Technician

Review of applications will begin on November 1, 2023

THEODORE PAYNE FOUNDATION

The Theodore Payne Foundation is a non-profit nursery and educational organization that promotes the understanding and use of California native plants. Located on 22 acres of canyon land in the Sun Valley neighborhood of Los Angeles, TPF operates the region's largest California native plant retail nursery and seed store. In addition to its retail offerings, the TPF headquarters property maintains display gardens, production fields, natural areas, and indoor and outdoor classroom spaces. TPF offers a wide range of classes, events, and outreach programs across the region, all focused on making the landscape of Southern California more sustainable and biodiverse. For more information, visit theodorepayne.org.

TPF is an Equal Opportunity Employer and all activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. TPF is also committed to compliance with all fair employment practices regarding citizenship and immigration status.