

State of Montana Occupational Standard Template

Job Code Title: Nursery Worker

O*Net Code: 45-2092.00 Farmworkers and Laborers, Crop, Nursery, and Greenhouse

☐ **Purpose** (Check the box if the purpose of the job matches the occupational standard): Under supervision, performs manual labor and operates machinery necessary to grow nursery and forestry products.

Method used to Conduct Classification Review (If at least 70% of the time spent performing the work in the job matches the standard by at least 70%, continue using this occupational standard. If not, choose a different occupational standard or use an "all other" template): ☐ Job Description Review ☐ Reclassification & Job Audit ☐ Reclassification Transition ☐ Other (describe):

% Representative Duties Performed at All Levels (Add percent of time matching the standard. Leave boxes unchecked if the work duty is not performed in the job. Classification does not require all boxes in this section be checked.):

- ☐ Prepare planting areas by digging, raking, and screening soil for cold frames and hot beds.
- ☐ Plant, transplant, grow, harvest, pot and label seedlings, cuttings, trees, plants and shrubs.
- ☐ Water, monitor, weed, thin, fertilize, spray, and prune seedlings, plants, and shrubs.
- ☐ Collect, clean, and organize native wildland seeds.
- ☐ Propagate seeds for production, including stratifying seed lots, sowing seeds in greenhouse, and planting plugs into seed beds.
- ☐ Prepare plants, shrubs, and trees for delivery by pulling, tying, wrapping roots and packing containers.
- ☐ Operate machinery for plowing, planting, cultivating, and fertilizing soil.
- ☐ Regulate and monitor greenhouse conditions and manage indoor/outdoor irrigation systems.
- ☐ May perform maintenance and repairs on buildings, equipment, fences and other structures as needed.

- Check any boxes* in this standard matching the minimum requirements (including statutory requirements*, if any) for the position's job description.
- Check the box beside the job code and title matching the duties performed by the position. If the position does not perform all additional duties and meet all minimum requirements for higher levels, but still matches the overall 70% threshold for the occupation, check the box beside level 1.
- The job can't be classified higher than level 1 unless all the level's additional duties and other minimum requirements are performed by the position.

	<input type="checkbox"/> Nursery Worker 1	<input type="checkbox"/> Nursery Worker 2
Additional Duties Required at this Level	<input type="checkbox"/> None	<input type="checkbox"/> Record information about crops such as pesticide use, yields or costs <input type="checkbox"/> Maintain nursery and greenhouse plants, seeds and inventories <input type="checkbox"/> Inspect, grade, sort and storage of plants, crops or flowers <input type="checkbox"/> Direct, train, and monitor the work of temporary seasonal help during planting, harvesting or seed production. <input type="checkbox"/> May respond to and provide information to customer questions.
<i>*Note –Items below with check boxes are statutory requirements used during classification. Check the box if the position meets the statutory requirement.</i>		
Typical Qualifications on the First Day of Work	<ul style="list-style-type: none"> • High School Diploma • One year of related experience • Other combinations of education and experience may be substituted. 	<ul style="list-style-type: none"> • High School Diploma • Two years of related work experience • Other combinations of education and experience may be substituted.
Core Competencies	•	•
Other Important Information	<ul style="list-style-type: none"> • May require background check. • Valid driver's license. • Follow safety protocols when operating equipment 	<ul style="list-style-type: none"> • May require background check. • Valid driver's license. • Follow safety protocols when operating equipment
Typical Work Environment	<ul style="list-style-type: none"> • May require travel to assist with deliveries or seed collection activities • May work off-site for seed collection • Work is primarily performed outdoors in varying terrain and inclement weather conditions. • This role may require working long and varied hours depending on needs. 	<ul style="list-style-type: none"> • May require travel to assist with deliveries or seed collection activities • May work off-site for seed collection • Work is primarily performed outdoors in varying terrain and inclement weather conditions. • This role may require working long and varied hours depending on needs

	<input type="checkbox"/> Nursery Worker 1	<input type="checkbox"/> Nursery Worker 2
FLSA Status¹	• Non-Exempt	• Non-Exempt

¹ State agencies must evaluate each individual employee to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Minimum Physical/Mental Requirements:

- Ability to operate a variety of vehicles, equipment, and trailers.
- Ability to lift and carry up to 50 lbs.
- May operate a variety of vehicles, equipment and tools.
- May make minor repairs to greenhouse or greenhouse equipment.

Distinguishing Factors:

Supplemental Job Information (to be completed by agency):

- Position Number(s):
- Differing Work (Differences, if any, must be no more than 30 percent of the total job. If a job differs more than 30 percent from this description, it must be classified into another benchmark or an “all other” standard.):

Supporting Documentation:

- ☐ **Agency Classification Request**
- ☐ **Organizational Chart**
- ☐ **Job Audit Notes**
- ☐ **Other (please describe):**

Signatures

My signature below indicates the statements associated with this position’s duties are accurate and complete.

Supervisor (Name, Title, Date)_____

I attest the criteria outlined above meet classification requirements outlined in the broadband manual/policy) establishing the following occupational title and level for the positions listed:

TITLE_____

LEVEL_____

JOB CODE_____

Classifier (Name, Title, Date, Agency) _____