**Job Title: Horticultural & Holiday Decor Technician.**

**Reporting to:** Owner & Tropical Plant Dept Manager.

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**Key Responsibilities**

**Warehouse Facility**

* Selecting materials: Choosing and checking the materials needed for the job, based on specifications from the product designer.
* Follow verbal or written instructions to determine materials and task sequences.
* Ensuring quality: Verifying that the workpieces meet specifications.
* Maintain & Organize Live Plants. Sort, Plant & Organize Seasonal Container Plantings.
* Pull & prep orders for Plants or Holiday Decor.
* Keep Greenhouses up and clean up yard within reason.
* Ensuring safety: Ensuring safety and resolving any immediate safety concerns.

**Client Account Maintenance & Installations**

* Water plantings, install annuals & shrubs, trim shrubs & trees, apply select chemicals as needed
* Ensure quality: Check the finished products for quality and accuracy, and resolve any issues
* Maintain equipment: Perform basic repairs and preventive maintenance on equipment and conveyors
* Manage inventory: Keep track of materials tools, parts, and supplies.
* Document production: Keep records of production and maintenance, i.e. Daily work orders.
* Adhere to safety: Follow company and industry health and safety requirements.
* Holiday Decorations Manufacture-Prep-Load-Deliver-Service& Take Down & Restock

**Qualifications**

A high school diploma or GED equivalent

* At least two years of experience in Horticulture & Landscape Maintenance.
* The ability to understand directions and work specifications
* The physical ability to lift at least 50 pounds
* Being able to stand or sit for long periods of time
* Having good hand-eye coordination
* Having good communication skills
* Working well in a team environment & able to get along with other employees.
* Show proper respect for Owner-Managers-Coworkers & Customers.
* Having time-management skills
* Ability to cope with changes in daily schedules
* Valid PA Driver's License & Medical Card
* Able & willing to drive company vehicles & operate company equipment.