



Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

GARDENER

Position Description

Department:	Environmental
Pay Range:	\$17.79 - \$24.03
Hours/week:	40
Classification:	Non-exempt

Reports to:	Tribal Land Manager
Effective Date:	July 13, 2020
Revised Date:	September 23, 2020
Type:	Full-time /Temporary

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.

POSITION PURPOSE

The Gardener, as part of the Tribe's Environmental Department, is under the direct supervision of the Tribal Land Manager and will perform a full range of activities related to the Tribe's gardening program and future goals of expanding and diversifying farm production. The garden is essential in providing fresh and healthy organic produce for the Tribe's Citizens. The incumbent must grow and harvest high quality produce according to organic and regenerative practices and act as a mentor for Tribal Citizens interested in working and learning organic farming techniques in the garden. The incumbent will participate in the care of an extensive plant collection, organic fruit and vegetable crops, herbs, and annual and perennial flowers, as well as associated record keeping.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Performs garden and farming-related tasks including watering, propagation, planting, composting, bed preparation, transplanting, direct seeding, integrated pest management, plant cleaning, pruning, harvesting and packing, managing weeds and invasive plants, maintaining and improving healthy fertile soil.
2. Maintains detailed and accurate records of daily activities, soil amendments and inputs, and seed sources.
3. Supervises and assists in use and maintenance of gardening supplies – seeds, tools, plant starts, , education materials.
4. Works with staff, volunteers, consultants, and contractors to maintain crops and install infrastructure.
5. Implements an annual crop plan with seasonal timelines.
6. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Two years of direct experience with organic gardening and/or farming methods and practices
 - Experience working with volunteers in a service environment
 - Experience building relationships in a diverse community
- Education:
- High School Diploma or equivalent (GED)

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Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Ability to lead, provide direction, train, promote cooperation and team building, and recognize and appreciate volunteers
- Ability to work collaboratively with staff, supervisors, volunteers, Tribal Citizens, contractors, and others
- Ability to work occasional weekends, early mornings, and evenings throughout the year
- Ability to work independently as well as collaborate with a team
- Knowledge and experience in watering, integrated pest management, propagation, planting, plant cleaning, pruning, harvesting, managing weeds and invasive plants, bed preparation, composting, sowing and transplanting.
- Knowledge of maintenance requirements of garden and landscape equipment
- Must be knowledgeable and confident in soil building methods
- Must possess strong written and verbal communication skills
- Must possess creative problem-solving abilities and techniques and willingness to be flexible
- Must be well organized and able to keep track of daily work details and hours
- Must have a positive attitude and strong interpersonal and communication skills
- Ability to operate a computer and general office equipment
- Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge
- Must maintain a current and valid driver's license and must be insurable

PREFERRED QUALIFICATIONS

- Associate's or Bachelor's Degree
- Landscaping and/or Construction Experience

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Work is regularly performed outdoors where exposure to adverse weather conditions such as heat, wind, blowing dust, and may be exposed to fumes and/or other airborne particles. Limited overnight travel may be required from time to time. Early morning work, evening, weekend work may be required, as well as working solitary at times.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is regularly required to stand, kneel or bend over for long periods of time and may be required to walk on uneven surfaces or unstable ground. The ability to use hands to handle or feel, reach with hands and arms, and balance or bend over is required. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, vendors, volunteers, and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented an Indian Preference Statute. Pursuant to this Statute, the Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and

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Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.

Covid-19 Testing: All applicants must successfully pass a pre-employment Covid-19 test.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Gardener** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date