



# Federated Indians of Graton Rancheria

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

## GARDENER

### Position Description

<b>Department:</b>	Environmental
<b>Pay Range:</b>	\$37,000 - \$50,000 (DOE)
<b>Hours/week:</b>	40
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Tribal Land Manager
<b>Effective Date:</b>	January 1, 2018
<b>Revised Date:</b>	October 28, 2020
<b>Type:</b>	Full-time

### 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 foster the value of education.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Federated Indians of Graton Rancheria are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Citizens, employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions and values.
- Maintain a current insurable driver's license.

### 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. Supports staff and volunteers in building and cultivating the Tribal Community Garden with adherence to the Tribal Community Garden Plan, and with adherence to the volunteer policy, maintenance schedule, and other tasks as related to implementing the plan.
2. Performs numerous onsite tasks, including propagation, planting, weeding, composting, fertilizing, researching, planning, and interacting with Tribal Citizens, consultants, and, at times, the general public.
3. Participates in meetings with FIGR staff and departments, as well as interested Tribal Citizens, related to garden programs and activities.

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4. Provides support and leads volunteer and community events to build Tribal community engagement in the garden.
5. Supports all garden elements outlined in the Tribal Community Garden Plan and maintains the garden according to the Garden Plan throughout the year.
6. Works with staff, volunteers, consultants, and contractors to design and install garden infrastructure.
7. Provides support for community partnerships with garden participants and local organizations.
8. Supports participants in learning affordable and sustainable gardening practices in order to build participants' experience and capacity in the area of organic farming and gardening.
9. Assists with teaching, facilitating, and working with consultants, under the supervision of the Tribal Land Manager, for onsite workshops that teach attendees about sustainable agriculture methods, preparation and preservation of fruits and vegetables, and tending the land utilizing Traditional Ecological Knowledge and regenerative land practices.
10. Supervises distribution of gardening supplies – seeds, tools, plant starts, winterization materials, educational materials.
11. Implements an annual work plan with seasonal timelines and implementation plans.
12. Performs other duties as assigned.

### NON-SUPERVISORY RESPONSIBILITIES

### MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Two years of direct experience with organic gardening and/or farming methods and practices</li><li>• Experience working with volunteers in a service environment</li><li>• Experience building relationships in a diverse community</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• High School Diploma or equivalent (GED)</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to lead, provide direction, train, promote cooperation and team building, and recognize and appreciate volunteers</li><li>• Ability to work collaboratively with staff, supervisors, volunteers, Tribal Citizens, contractors, and others</li><li>• Ability to work occasional weekends, early mornings, and evenings throughout the year</li><li>• Ability to work independently as well as collaborate with a team</li><li>• 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.</li><li>• Knowledge of maintenance requirements of garden and landscape equipment</li><li>• Must be knowledgeable and confident in soil building methods</li><li>• Must possess strong written and verbal communication skills</li><li>• Must possess creative problem-solving abilities and techniques and willingness to be flexible</li><li>• Must be well organized and able to keep track of daily work details and hours</li><li>• Must have a positive attitude and strong interpersonal and communication skills</li><li>• Ability to operate a computer and general office equipment</li><li>• Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge</li><li>• Must maintain a current and valid driver's license and must be insurable</li></ul> |

### PREFERRED QUALIFICATIONS

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

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### 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 25-50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors, class participants, 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 adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, 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 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 and alcohol 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.

# GARDENER

*Position Description*

## 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:

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*