



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

## FARMER

### Position Description

<b>Department:</b>	Environmental	<b>Reports to:</b>	Tribal Land Manager
<b>Pay Range:</b>	\$17.31 - \$25.87	<b>Effective Date:</b>	March 1, 2021
<b>Hours/week:</b>	40	<b>Revised Date:</b>	April 29, 2022
<b>Classification:</b>	Non-exempt	<b>Type:</b>	Seasonal

#### MISSION STATEMENT

*The Federated Indians of Graton Rancheria Tribe ("FIGR" or "Tribe") exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique Native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.*

#### POSITION PURPOSE

The Farmer performs a full range of field activities related to the Tribe's agricultural program and goals of expanding and diversifying farm production. Positions assigned to this classification are responsible for the functions, facilities, or types of work related to an assigned section. The farm is essential in providing fresh and healthy organic produce for the Tribe's Citizens. The Farmer will grow, tend, and harvest high quality produce according to regenerative organic agricultural practices. The incumbent will participate in the care of fruit and vegetable crops, herbs, annual and perennial flowers, as well as associated record keeping in addition to routine maintenance and upkeep of farm equipment and facilities.

#### SUPERVISORY RESPONSIBILITIES

Not Applicable

#### JOB DUTIES AND RESPONSIBILITIES

The following job duties and responsibilities are considered essential for this classification.

- Performs field tasks, including propagation, bed preparation, planting, watering, irrigation repair, weeding, composting, fertilizing, harvesting, and packing.
- Implements an annual work plan with seasonal timelines and weekly task lists.
- Operates, maintains, and performs minor repairs of farm tools, equipment, facilities, and infrastructure on a regular basis.
- Participates in meetings with FIGR staff and departments as requested.
- Provides support for Tribal community engagement in the garden.
- Supports participants in learning affordable and sustainable gardening practices.
- Performs other duties as assigned.

#### QUALIFICATIONS

Experience: One year of direct experience with organic gardening and/or farming methods and practices. Facilities maintenance, landscaping and/or construction experience preferred.

Education: High School Diploma or equivalent (GED) preferred, but not required.

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Preference: None

License: Must possess a valid driver's license and be insurable under the Tribe's Policy.

Knowledge of: Modern office procedures and practices; correct punctuation, spelling, and grammatical usage; basic business arithmetic; modern office equipment including personal computers, Microsoft Office Suite, and other software. Integrated pest management practices; propagation, planting, plant cleaning, pruning; harvesting methods; managing weeds and invasive plants; bed preparation, composting, sowing, and transplanting; maintenance requirements of garden and landscape tools and equipment; task and timekeeping tracking systems.

Ability to: Demonstrate problem solving and decision-making skills; understand and apply applicable federal and Tribal laws, regulations, policies, procedures, and program standards; understand and follow verbal and written instructions; be detail oriented; demonstrate excellent verbal and written communication skills; handle multiple tasks under strict timelines and shifting priorities; plan and coordinate various and complex projects; operate standard and modern office equipment; work efficiently and effectively under deadlines; exercise sound judgment and discretion; Perform manual labor under adverse conditions; repeatedly dig and lift shovels of earth or debris; perform general farm equipment maintenance and repairs; establish and maintain cooperative working relationships with co-workers and Tribal Citizens; be sensitive to Native American values and culture.

### WORKING CONDITIONS

Environment: The work environment characteristics described herein are representative of those an employee may encounter while performing the job duties and responsibilities of this job. Work is regularly performed outdoors where exposure to adverse weather conditions such as heat, cold, wind, blowing dust, and may be exposed to fumes and/or other airborne particles. Early morning work, evening, weekend work may be required, as well as working solitary at times. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the job duties and responsibilities of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include reading, distance, and computer usage. Talking and hearing are essential to communicate with FIGR Citizens, officials, employees, vendors, and staff.

### TRIBAL AND INDIAN PREFERENCE

FIGR 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, FIGR shall give preference in hiring in the following order of priority: (1) FIGR Tribal Citizen, (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 does not discriminate because of age, creed, gender, race, sexual orientation, gender expression, gender identity, national origin, color, religion, genetic information, marital status, pregnancy, disability, disabled veteran status, or military service.

### OTHER

All employees of FIGR are expected to conform to the following:

- Interact in an honest, trustworthy, and respectful manner with FIGR Tribal Citizens, Tribal Council, officials, employees, visitors, and vendors.
- Comply with the Tribe's policies and procedures.

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- Display respect and have an understanding of the Tribe’s culture, traditions, and values.
- Demonstrate cultural competency and awareness.

**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 will 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 and Alcohol Testing:** All applicants must successfully pass a pre-employment drug and alcohol test prior to beginning employment and may be subject to reasonable-suspicion drug and alcohol testing.

**COVID-19:** All applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against COVID-19 and its variants; all employees must provide proof of vaccination prior to employment, including COVID-19 booster(s).

**Disclaimer:** *The information on this position description indicates the general nature and level of work performance for an employee 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 **Farmer** position description and have been provided a copy of the position description. I certify that I can perform the job duties and responsibilities of this position description as outlined in this description, with or without reasonable accommodation(s).

Describe any accommodation(s) required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*