

Job description

POSITION TITLE: Horticulture Technician

STATUS: Part-Time

DEPARTMENT: Natural Resources

SALARY: \$12-13/Hour

SUPERVISOR: Environmental and Cultural Protection Director

POSTING: November 17, 2022

CLOSING: Until Filled

POSITION DESCRIPTION

General Summary

The Upper Mattaponi Indian Tribe is seeking one Technician to assist in the management of all tribal gardens in King William, VA. This position will develop and manage the tribal community garden and compost facility, including routine care of plants, greenhouse care, irrigation implementation and repair, weeding, growing and harvesting food, transporting materials, and maintaining a collaborative compost program. This position is a grant-funded position; therefore, the role and job duties are subject to grant funding availability and grant guidelines. Approximately 15-25 hours per week.

Preference will be given to citizens of federally recognized tribes.

Primary Duties and Responsibilities:

Under the supervision of the Environmental and Cultural Protection Director, the duties and responsibilities of the position shall include, but may not be limited to, the following:

- Assist in the implementation of the Tribe's Environmental Protection Agency (EPA) Sustainable Materials Program.
- Assist to develop, implement, and maintain a collaborative compost system on tribal grounds; including coordinating with Tribal staff, King William School dining services, and King William Florist.
- Transports and processes incoming materials and finished compost product.

- Assist in management of all tribal gardens; seed starting, season crop planting, soil health maintenance, harvest and process crops, design and maintain an irrigation system.
- Bed preparation and maintenance including spreading mulch, compost, fertilizer on all crops and managing weeds
- Follows all Tribal, state and federal guidelines related to facility.
- Maintain, organize and clean equipment and storage areas.
- Develop, maintain, and promote positive and professional relationships with tribal community, compost partners, and volunteers.
- Maintain accurate records of work activities, budget, data, and information gathered for grant reporting requirements.
- Attend meetings and trainings related to horticulture and composting.
- Collaborate with Tribal staff to develop and implement community and education programs related to the compost and garden programs, encourage participation and train and monitor volunteers.
- Other duties as assigned.

Minimum Education & Experience:

- High school or equivalent (Preferred).
- Basic exposure to landscaping, horticulture, agriculture, or composting and/or willingness to learn.
- Must be comfortable operating landscape equipment (mowers, tractors, pruners, etc.); training will be provided when necessary.
- Must be willing and able to participate in additional education and training.

Other Requirements:

- Must have excellent communication skills must be able to communicate clearly and concisely
- Must be able to organize time, solve problems and carry out duties with a minimum of supervision, as well as work cooperatively with other staff.
- Ability to adapt to a dynamic work environment and receive direction according to the organizational needs.
- Must possess a valid State Driver's License.
- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical duties include ability lift up to 50 lbs. and ability to work outdoors in all kinds of weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.

AND

- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:

Upper Mattaponi Indian Tribe

Attn: Horticulture Technician

13476 King William Rd.

King William, VA 23086

Or

Email the Tribe

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).

Job Type: Part-time

Salary: \$12.00 - \$13.00 per hour

Benefits:

- Flexible schedule

Experience:

- Gardening: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: One location