

JOB ANNOUNCEMENT

POSITION: Assistant Greenhouse Manager

PROGRAM: Projects Department

SALARY: \$22.54 - \$26.14 (Grade 19, Step 01-07)

SUPERVISOR: Renewable Resource Manager

DIVISION: Tribal Projects & Natural Resources Administration

CLASSIFICATION: NON-Exempt

OPENS: August 14, 2026

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

135

SPECIAL CONSIDERATIONS:

This position is subject to required pre-employment and ongoing screening in accordance with Tribal policy, including background and drug/alcohol testing requirements applicable to the position. The incumbent may operate Tribal vehicles, greenhouse equipment, and power tools and may interact regularly with Tribal staff, vendors, customers, and community members.

JOB FUNCTION:

Under the general supervision of the Greenhouse Manager, the Assistant Greenhouse Manager supports the year-round operation of the Shoshone-Paiute Tribes' greenhouse facilities. The position performs hands-on plant production, crop care, sales support, inventory control, recordkeeping, facility maintenance, and safety activities. The incumbent helps ensure that plants are produced on schedule, greenhouse systems remain functional, customers receive accurate and courteous service, and work is completed in accordance with Tribal policies and applicable safety requirements.

SPECIFIC DUTIES:

1. Assist with crop planning, propagation, planting, transplanting, thinning, pruning, fertilizing, irrigation, hardening, harvesting, packaging, and preparation for sale or distribution.
2. Monitor plant health, germination, growth, moisture, temperature, humidity, pests, disease, and environmental conditions; document observations and promptly report concerns.
3. Follow approved production schedules and growing protocols to meet crop quantity, quality, and delivery goals.
4. Prepare seeds and growing media, sanitize reusable production materials, and ensure tools and supplies are ready for each production stage.
5. Maintain accurate crop labels, production records, seed-source information, and traceability records when required.
6. Maintain clean, orderly, and weed-controlled greenhouse interiors, work areas, storage areas, and surrounding grounds.
7. Assist customers with plant availability, product information, orders, pickup, and general greenhouse questions in a courteous and professional manner.
8. Prepare plants and related products for display, sale, delivery, or distribution; verify quantities, condition, labels, packaging, and order accuracy.
9. Receive, organize, issue, and track seeds, plants, growing media, fertilizer, containers, packaging materials, tools, replacement parts, and other greenhouse supplies.
10. Maintain current inventory records, monitor stock levels, identify shortages, and submit purchase or restocking requests to the Greenhouse Manager.
11. Support sales documentation, receipts, deposits, and other transaction records in accordance with Tribal financial procedures and assigned authority.
12. Assist with periodic physical inventory counts and reconcile differences between records and actual stock.
13. Inspect greenhouse structures and systems, including irrigation, plumbing, heating, cooling, ventilation, lighting, benches, controls, tanks, and storage areas; document problems and assist with routine maintenance and repairs within assigned duties.

14. Operate and maintain greenhouse tools, equipment, vehicles, and systems safely; complete pre-use checks and promptly report damage, unsafe conditions, or needed repairs.
15. Follow product labels, Safety Data Sheets, personal protective equipment requirements, and Tribal procedures when handling fertilizers, cleaning products, pesticides, fuels, or other regulated materials.
16. Apply pesticides or other restricted products only when properly trained, authorized, and legally qualified to do so.
17. Maintain clear walkways, safe storage, emergency access, housekeeping standards, and secure facilities at the end of each workday.
18. Participate in required safety training, emergency response activities, and incident or near-miss reporting.
19. Enter and maintain accurate production, environmental, maintenance, inventory, sales, expense, and work-activity records using spreadsheets or other approved systems.
20. Prepare routine daily, weekly, monthly, seasonal, and year-end summaries as assigned.
21. Coordinate daily work with the Greenhouse Manager and communicate production needs, crop issues, inventory shortages, customer commitments, and facility concerns.
22. Work cooperatively with Tribal employees, contractors, vendors, customers, community members, and program partners.
23. Assist with greenhouse events, community distribution activities, deliveries, and seasonal workload as assigned.
24. Perform other job-related duties consistent with the purpose and classification of the position.

MINIMUM QUALIFICATIONS:

1. Must be a high school graduate or possess a GED equivalent.
2. Must have experience in greenhouse operations, horticulture, agriculture, nursery production, crop production, landscaping, facilities maintenance, retail sales, inventory control, or a closely related field. Relevant education or demonstrated ability to quickly learn greenhouse production practices may be considered.
3. Must have working knowledge of basic computer applications, including email, data entry, and spreadsheets.
4. Must be able to accurately collect, enter, maintain, and report production and inventory information.
5. Must have a valid Idaho or Nevada Driver's License and meet the requirements of the Tribes' insurance carrier when driving is assigned.
6. Must obtain and maintain a Nevada pesticide applicator license within the timeframe established by the Tribe.

7. Must be able to pass required pre-employment and ongoing screening in accordance with Tribal policy, including background and drug/alcohol testing requirements applicable to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic knowledge of plant care, irrigation, fertilizer use, pest and disease observation, sanitation, and greenhouse environmental systems, or the ability to acquire this knowledge through training.
2. Ability to follow crop schedules, written procedures, product labels, safety instructions, and verbal directions.
3. Strong observation, organization, time-management, recordkeeping, and problem-solving skills.
4. Ability to provide respectful customer service and communicate clearly with coworkers, vendors, customers, and community members.
5. Ability to work independently, use sound judgment, and function effectively as part of a team.
6. Reliability and flexibility to work adjusted schedules during planting, harvest, deliveries, emergencies, or seasonal production periods.

PHYSICAL DEMAND:

Must be able to stand and walk for extended periods; bend, stoop, kneel, reach, push, pull, and perform repetitive hand movements; lift and carry up to 50 pounds; and work in greenhouse and outdoor conditions that may include heat, humidity, cold, water, soil, dust, pollen, insects, fertilizers, cleaning products, and seasonal weather.

1. Must wear required personal protective equipment and safely use ladders, hand tools, power equipment, irrigation components, and other assigned equipment.
2. Must be able to travel locally and work outdoors or on uneven ground when assigned.
3. Must project a professional appearance and attitude and communicate effectively in the workplace.

CONDITIONS OF EMPLOYMENT:

1. Employment is subject to the personnel policies and procedures of the Shoshone-Paiute Tribes.
2. The position may be subject to seasonal workload changes, adjusted schedules, call-back, weekends, holidays, or reduced hours as authorized and operationally necessary.
3. Indian preference and veteran preference will be applied in accordance with applicable Tribal policy and law.

4. This job description summarizes the position's primary responsibilities and is not intended to list every task. Duties may be revised to meet operational needs, consistent with the position's classification.