

JOB ANNOUNCEMENT

POSITION: Green House Manager
DIVISION: Tribal Administration Programs
PROGRAM: Tribal Administration
SUPERVISOR: Projects Coordinator
SALARY: \$21.75 - \$25.17 per hour (Grade 21 – 24, Step 01)
CLASSIFICATION: Non - Exempt
LOCATION: Shoshone-Paiute Tribes of the Duck Valley Indian Reservation
Owyhee, Nevada

OPENS: August 3, 2022

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.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

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 CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment. This individual may operate Tribal and GSA vehicles and equipment on a regular basis. This person may come into close contact with children (students) and seniors in the course of delivering services to the community.

JOB FUNCTION:

Under the general supervision of the SPT Project Coordinator and Project Secretary (or designated representative) the incumbent will perform greenhouse duties for the Tribal Programs and the School District. The incumbent may be laid off or the hours may be reduced during various seasons or due to workload, in which case, the salary will be adjusted accordingly.

Selection Committee will be composed of School District personnel and, Shoshone Paiute Tribal personnel, and others as necessary.

Successful candidate is expected to perform the tasks/duties listed herein, and/or ensure they are compatible with the student personnel, as part of this position requires training of those who will be hired to help with the greenhouse project. The major function of the greenhouse effort is to provide economic development for the Tribes, to improve access to organic food, provide community education, and most importantly, food security. Another important function is to provide training and enlist students to assist them in pursuing a career in a field in horticulture.

SPECIFIC DUTIES:

1. Have knowledge of greenhouse systems and plant production.
2. Ensure sufficient quality and quantity of plants produced on a timely basis.
3. Track and maintain plant and greenhouse supply inventories.
4. Develop, track and improve growing methods.
5. Manage and maintain facilities as directed.
6. Ensure safe greenhouse operation and safe greenhouse grounds including other building structures associated with greenhouses.
7. Proper use and maintenance of greenhouse, equipment and systems.
8. Strong values and ethics demonstrated in fair treatment of all people associated with the greenhouse operation, including the students.
9. Must be reliable and flexible with work hours, some weekend hours and extended daytime can be required.
10. Must be able to work within a team environment.
11. Must have observation and problem-solving skills.
12. Will be required to supervise 1-4 high school aged students and Greenhouse Assistant Manager manage and direct their work in a professional manner.
13. Assign work schedules and duties to greenhouse staff, and supervise their work.
14. The incumbent will conduct fieldwork related to specified grants as needed.

15. Will work directly with supervisor, contractors, and students as well as, other individuals or agencies as required.
16. The incumbent will conduct public/private meetings with the Tribal membership, as well as, with groups and individuals on the Reservation if needed.
17. Incumbent will actively seek and foster growing contracts with federal agencies, mining companies, city, and state municipalities.
18. Incumbent will actively attend, monitor, and maintain communication regarding grow out and out planting of greenhouse products.
19. Must have the ability to identify plants as well as problems such as diseases, weeds, and insect pests and act accordingly.
20. Will work with the Projects Coordinator/Projects Secretary to create and maintain SOPs for the Tribal Greenhouse project.
21. Will determine plant growing conditions, and set planting and care schedules.
22. Will determine types and quantities of horticultural plants to be grown, based on budgets, projected sales volumes, or executive directives. Will analyze data to inform operational decisions or activities.
23. Will inspect facilities and equipment for signs of disrepair, and perform necessary maintenance work.
24. Coordinate clerical, record-keeping, inventory, requisitioning, and marketing activities (Direct sales, marketing, direct administrative or support services, direct organizational operations, projects, or services).
25. Will perform updates to Projects Coordinator/Projects Secretary on a routine basis and as requested.

This position is responsible for overseeing all aspects of the Tribe's Greenhouse Operation.

SPECIFIC RESPONSIBILITIES OF THE POSITION

The incumbent will be required to work closely with the Greenhouse Assistant Manager, school staff, Projects Coordinator, and Projects Secretary to ensure all tasks/duties are performed. The incumbent will go through the following list to determine who will be assigned the following tasks to insure they are performed. The following list is required as part of the job description, so compliance by the incumbent is mandatory and may not be all-encompassing:

Daily Duties

1. Develop logs and spreadsheets to contain all necessary information as described below. All logs and spreadsheets will be updated consistently and on a regular basis.
2. The following duties are to be performed with assistance and/or help/participation of students
 - Check, measure and record the weight of the moisture monitor blocks
 - Check, measure and record the needed measurements for the growth blocks
 - Check and record the temperature and humidity of the greenhouse
 - Ensure each student records their hours worked each day (student writes it down, incumbent records it in the computer)
3. Input the above measurements/recorded information into a spreadsheet
4. Monitor notes of and record general observations found in the greenhouse that could affect or not affect the growth or condition of the plants biological (insects, animals, fungus, mold, moss) and mechanical systems or anything that may have changed from the day before.
5. In the absence of the Greenhouse, track all expenses involved with the greenhouse operation.
6. Attend classes as may be necessary to establish student relationships and become familiar with instructional information presented to students.
7. Ensure facility has lights/water/fertilizer needs and that the facility is secure before leaving each day.
8. Ensure facility and grounds are weed-free and professionally maintained.

Weekly Duties

1. Incumbent to perform the described below weekly duties with the help/participation of Assistant Manager:
 - a. Check the sprinkler system for any issues or problems associated with watering
 - b. Keep track and fill fertilizer tanks as needed.
 - c. Record fertilizer use and input information into the computer
2. Establish and maintain weekly accounting (balancing of the income vs. expenses) for operations and labor.
3. Prepare a four week look ahead schedule plan and update weekly. Communicate with Project Coordinator or

Monthly Duties

1. Incumbent to perform the described below monthly duties with the help/participation of Assistant Manager and students:
 - General inspection of the greenhouses and their components, insert comments into a log to maintain information on a regular basis
 - Maintain monthly updates consisting of plant health, growth amounts, student hours worked, staff hours worked, fertilizer intake, problems encountered, how they were solved, or they need further discussions/research, and a general overview of the month's activities
2.
 - Summarize weekly expense reports

- Prepare reports (monthly, quarterly, and financial) as required by SPT Projects Coordinator and Projects Secretary.

Planting, Growing and Harvesting

Pre-Planting Time

1. The following duties are to be performed with the help/participation of the Greenhouse Manager and the students:
 - Prepare the planting schedule/growing regimes for each greenhouse which should include:
 - Type of plant desired by client
 - Number of plants needed
 - Desired age of the plants
 - Delivery date for the plants (which determines the planting date)
 - Desired height of plants
 - Desired stem thickness of plants
 - Planting schedule working backwards from consumer delivery date
2. Prepare seed for planting (seed type dependent): Follow all seed stratification protocols.
3. Prepare equipment and supplies including styro-block sanitation, cover cloth inventory, soil amounts etc.
4. Pre-check of all systems one month prior to planting including heating, cooling, water/sprinklers, and lighting.

Sowing of Seeds

1. The following duties are to be performed with the help/participation of Assistant Manager and students.
 - Prepare and or verify schedule for actual planting time and how many people will be needed. (Include any other needs for labor, all material (include or account for ordering/delivery times, including seeds, etc.).
 - Follow the schedule to ensure that all blocks get planted, cover cloth is placed, and watering regime is planned in a timely manner for the best possible germination of the plants.
 - After all planting is complete ensure all planting equipment is cleaned and stored for the season.
2. Prepare/verify planting equipment is operational (account for order/delivery times if necessary)
3. Grow blocks must be labeled with plant species and date sowed.
4. For Sagebrush: Establish a minimum of one water block and one growth block per table.
 - Each water block shall be marked with colored flagging.
 - Each growth block shall be marked with colored flagging.
5. Establish 10 general observation blocks throughout the greenhouse marked with a colored flagging.

- **These identified blocks will be utilized to track progress of current planting and provide the Manager and the students the ability to ascertain the needs/quality of the specific growth patterns.

Germination

1. The following duties are to be performed with the help/participation of Assistant Manager and students:
 - Monitor all blocks in each greenhouse to insure 100% coverage of plants in each block.
 - Process each block to insure there is ONLY one plant per hole in each block.
 - Reseed empty hole where necessary
 - Once all plants have germinated remove and store the cover with a cloth.
 - Take immediate action to correct any deficiencies in this process to ensure required number of plants will be available to the consumer.

Rapid Growth

1. The following duties are to be performed with the help/participation of Assistant Manager and students.
 - Follow the growing regime that was setup for each greenhouse during the pre-planting time. This should include the following
 - Water needs for the plants
 - Nutrient needs for plants
 - Lighting needs for plants
 - Monitoring water
 - Monitoring of plant growth
 - General observations
 - Recording of all the above
2. Determine, by plant height, age, vigor, general status of viability, and when contracted plants are due when to start the hardening phase.

Hardening Phase

1. Determine, by plant height, when to start the hardening phase
2. Continue to maintain monitoring blocks and recording the information
3. Follow the hardening procedures below
 - Reduce the temperature 5 degrees F per week for at least 6 weeks both day and night
 - Turn off the grow lights since they are no longer needed
 - Due to the lowering temperature the water intake will be lowered
 - Fertilizer intake is no longer needed

Harvesting

1. Prepare harvest/packaging schedule (plan) which should include:
 - Number of workers needed
 - Equipment needed
 - Supplies needed
 - Projected length of time from start to finish

- Amount of time between harvest and client pickup
 - Amount of cold storage time needed (if any)
 - How many plants per box are required
 - How many boxes need to be prepared
 - How many bags are needed
 - Prepare labels
 - Prepare and/or arrange for shipping/trucking needs
2. Prepare harvesting equipment which includes
 - Tree Poppers
 - Boxes
 - Bags
 - Bagging machines
 - Labels
 - Packing tape

Post-Harvest/Pre-Planting

1. Prepare greenhouses for the next crop by performing the following:
 - Summarize the observations made during the last growing season including watering, fertilizer, growth records as well as the general observations to look for anywhere improvements could be made to increase production, decrease costs, simplify things or any other general way to streamline the process and make it more efficient
 - Sanitize the inside of the greenhouse with a bleach solution to remove mold, fungus, moss or any other undesirable growth.
 - Spray out each facility with “Round-up” to eliminate any possible weeds that may have grown
 - Sterilize the Styro-blocks
 - Repair any tables that may be damaged
 - Make any needed sprinkler system repairs
 - Make any needed heating/cooling system repairs
 - Make any needed structural repairs

Other Needs for Projects

1. Create and maintain a computer-based program/spreadsheet accessible online by supervisory staff (intranet or shared drive) for recording monitoring information from:
 - Block weights for watering
 - Growth block data
 - Temperature and humidity
 - General observations
 - Data for future comparison needs
 - Track and maintain seed testing location collected (seed zone) inform.
2. Create all needed stratification protocols and procedures in a computer-based recording system for all plants that we are growing and plants that may be possible for production, including at a minimum:
 - Wyoming Big Sage

- Bitterbrush
 - White sage or Winter fat
 - Camas
 - Pinion Pine
 - Aspen
 - Other plants as may be determined by needs and requests
3. Contribute to a business plan that will list short-term goals as well as a long-term plan for up to 20 years in the future. This should include the following:
- Projected production capabilities for 5, 10, 15, and 20 years
 - Account for and plan for personnel needs (i.e., can the projected student count satisfies the needs or will additional help be needed. (Hiring practices should be offered to students (past and present) before all others.
 - Student scholarship possibilities
 - Projected yearly income
 - Projected yearly expense
 - Possible needs or expansion for the project
 - Prepare and account for maintenance and replacement expenses

MINIMUM QUALIFICATIONS:

1. Must have experience in relevant work in greenhouse management, agriculture industry, crop production, horticulture, or similar skills.
2. Must be a four-year college graduate in a greenhouse operation or a related field (Botany, Biology, Horticulture, etc.).
3. Applicant must clearly demonstrate their ability to acquire knowledge quickly (proven ability to quickly learn new skills) and put it into practical application.
4. Must be detail oriented and able to accurately gather and report production data.
5. Must be able to delegate work to others and follow up on other staff work.
6. Must have experience with proper use and maintenance of greenhouse, equipment, and systems, including installing greenhouse plumbing and hydraulics pipelines. Lacking this specific experience, applicant must clearly demonstrate their ability to acquire this knowledge quickly (proven ability to quickly learn new skills) and put it into practical application.
7. Must be willing to gain soil sampling knowledge within the probation period after hire.
8. Must have computer skills (must have working knowledge of Excel spreadsheets), e-mail process and able to type 40 words per minute.
9. Must be organized and able and willing to travel as necessary.
10. Must be able to pass a background check.

11. Must be willing and able to work with Elementary, Jr. High, and High school students, and public.
12. Must have a valid driver's license and be insurable with the Tribe's insurance carrier.

PHYSICAL DEMAND:

Must be able to walk long-distances in difficult terrain; lift up to 50 pounds; and work in extreme temperatures and weather conditions.

1. Be physically fit as required for certain types of rigorous fieldwork in various types of weather, including ice and snow, and have a working knowledge of the reservation lands.
2. Must have skill in operating a computer workstation and able to type difficult and complex material and access a variety of required reports as well as presenting to an audience with varying knowledge.
3. Must project a professional appearance and attitude on a daily basis; must be able to communicate in an effective manner.
4. Must have the ability to identify and correct errors in grammar, punctuations, spelling, capitalization and will correct reports prepared by students.
5. Knowledge of basic accounting and project budgets.
6. Must have a valid Idaho or Nevada Driver's License and be insurable under the Tribes insurance carrier.
7. Must be bondable.