

Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, NV 89832, (208) 759-3100, Fax: 888-476-7269
Website: www.shopaitribes.org; Human Resources: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: Temporary Student Green House Worker
PROGRAM: Projects
SUPERVISOR: GH Manager & Assistant Manager
GRADE: 10th Grade or age 16
SALARY: \$13.28 per hour (10 hrs. per week during school, 29 hrs. per week when school is not in session) no benefits
CLASSIFICATION: Non-Exempt
LOCATION: SPT/BLM Green House Project @ ECSD Owyhee, Nevada

OPENS: March 14, 2023

CLOSES: March 27, 2023

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 requires a UA prior to employment and is subject to random drug testing as a condition of employment and is designed for a high school student at the Owyhee Combined Schools.

JOB FUNCTION: Under the general supervision of the Green House Manager and Assistant Manager, the incumbent will perform greenhouse duties for the Shoshone Paiute Tribal Programs.

SPECIFIC DUTIES:

1. Have knowledge of and interest in greenhouse systems and plant production.
2. Assist with insuring sufficient quality and quantity of plants produced on a timely basis.
3. Develop, track and improve growing methods.
4. Assist to insure a safe greenhouse environment.
5. Provide for proper use of greenhouse equipment and systems.
6. Develop great team working skills.
7. Observe and demonstrate problem solving skills.
8. Possibly travel on some greenhouse tours and/or trainings.
9. Have some knowledge or capable of computer operation for Word and Excel.
10. Employee will be required to work some weekends (all staff is required to work weekends to insure coverage of greenhouses).
11. Other duties as may be requested/required by the Managers.

SPECIFIC RESPONSIBILITIES OF THE POSITION

Daily Duties

1. The following duties are to be performed:
 - Fill and plant styro-blocks as specified by seed type, using proper equipment (as determined by Green House Manager/Assistant Manager) and insure proper recording of said planting is tracked.
 - Check, measure and record the weight of the moisture “controlled” blocks.
 - Check, measure and record needed measurements for the “growth” blocks.
 - Check and record the temperature and humidity of the greenhouse(s).
 - Record hours and details worked each day [for SPT time sheet].
2. Input the above measurements and recorded information into an Excel spreadsheet.
3. Make detailed notes of observations or work done, and observations found in the greenhouse that could affect the growth or condition of the plants.
4. Attend necessary tours and/or field trips approved by GH Manager/Asst. Mgr.
5. Insure that the facility is secure before leaving each day.

6. Sign in and out for all hours worked each day.
7. Provide timesheet each Friday before the time period ends, working with GH Mgr./Asst. Mgr. to update time sheet before it is required during payroll week (no later than 8:30 am on Monday).
8. Use of mobile telephones, IPADS, ear phones, or any other electrical device will not be allowed during work hours.

MINIMUM QUALIFICATIONS:

1. Must have some greenhouse experience or skills or wish to develop them.
2. Must be able to accurately gather and report production data.
3. Must have some experience with proper use and maintenance of greenhouse, equipment and systems or wish to develop them.
4. Must be willing to gain knowledge in soil sampling.
5. Must have some computer skills (mostly knowledge of Excel spreadsheets).
6. Must be organized.
7. Must be an FFA member or ECSD high school student.
8. Must understand working relationship with and around student population.
9. Must participate in positive working relationships with others at all times, and in providing a positive attitude relative to the greenhouse operation and Tribal operations.
10. Must be responsible and dependable.

PHYSICAL DEMAND:

1. Must be able to lift up to 50 pounds and work in extreme temperatures or weather conditions.
2. Be physically fit as required for certain types of rigorous fieldwork in various types of weather.
3. Must project a professional appearance and attitude on a daily basis; must be able to communicate in an effective manner.
4. Must have general knowledge and ability to identify and correct errors in basic grammar and mathematics.
5. Must be able to stand and kneel for extended periods of time.
6. Must be able to be around pollen and other allergens.
7. Must be able to work in high heat and humidity.

Employee must understand the position is based on funding availability, currently provided by BLM grant.