



# Confederated Tribes of the Colville Reservation

Human Resources Office

P.O. Box 150

Nespelem, WA 99155

(800) 506-9434

(509) 634-2019

Fax (509) 634-2864

[www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Greenhouse Manager II, III

**SALARY:** \$ 28.16 per hour, DOE, less 5% during probation

**REPORTS TO:** Forest Manager

**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** This position is **Exempt**. This position manages the Tribal Greenhouse/nursery to grow horticultural plants for sale to the Colville Tribal Natural Resource Programs; Forestry, Fish & Wildlife, and Range. The Manager should also target other entities such as the NRCS, local Conservation Districts and private land owners. Plants may include a variety of species for a variety of purposes, including trees, native species, and potentially produce for local markets. The manger must monitor and control both resources and budgets. The Manager occupying this position is responsible for the overall operation of the Colville Tribal Greenhouse Nursery. Work involves staff supervision, production planning, operation scheduling, cultural treatment scheduling and application, product sales, marketing, ordering of supplies, facility maintenance, customer relations, budget management, seedling inventory and billing.

## **MINIMUM QUALIFICATIONS:** (Education, Training and Special Requirements)

Greenhouse Manager III:

Bachelor of Science degree in a Natural Resource field such as Forestry, Botany, Plant Physiology, Horticulture, etc. and one (1) year of experience in a plant propagation facility (greenhouse, bare-root nursery, etc.).

Greenhouse Manager II:

Bachelor of Science degree in a Natural Resource field such as Forestry, Botany, Plant Physiology, Horticulture, etc. and less than one (1) year experience in a plant propagation facility (greenhouse, bare-root nursery, etc.).

- ☐ AAS degree a Natural Resources field such as Forestry, Botany, Plant Physiology, Horticulture, etc. AND two (2) years' experience in a plant propagation and facility (greenhouse, bare-root, nursery, etc.) preferred.
- ☐ Must possess and maintain a valid State Driver's License and be eligible for the Tribes vehicle insurance. Must also obtain a Class "A" CDL within twelve (12) months of hire.
- ☐ Must possess or have the ability to obtain, a pesticide or herbicide Applicator's License within six (6) months of hire.
- ☐ Must have the ability to obtain appropriate certificates and licenses needed for nursery crop production in the State of Washington. (Within six (6) months of hire.)
- ☐ Must be able to work in a multicultural environment, and work closely with tribal, state, government and local entities.
- ☐ Must be willing to work flexible hours including weekends, nights and holidays.
- ☐ Must be in very good physical condition and be capable of lifting at least 50 lbs and performing all duties of the position, which may include working outdoors in adverse weather conditions.
- ☐ Must be able to understand and execute oral and written instruction, and communicate effectively with staff, supervisors, public, and natural resource professionals.
- ☐ Must have basic first aid/CPR training, or obtain within six (6) months of date of hire.
- ☐ Must be able to operate a forklift, and complete any training associated with certification, or obtain within six (6) months of date of hire.

- ☐ Must be able to interpret and utilize Federal and State laws and requirements which deal with the mixing, application and disposal of restricted use pesticides
- ☐ Must be able to interpret the Federal and State laws related to the use of fertilizers and the legal amounts of metals allowed, must also be familiar with the reporting requirements when fertilizers are used in excess of a ton.
- ☐ Must be familiar with the requirements of storing pesticides and fertilizers, the control temperatures for each, and what storage methods are best for each chemical.

**Knowledge, Skills, and Abilities:**

**Greenhouse Manager II**

Demonstrate ability to work with computer software/programs, and applicable instrumentation.

- ☐ Demonstrate an understanding of statistics as they apply to the position.
- ☐ Knowledge of professional forestry and land management practices and concepts as they relate to implementation of the Tribes approved resource management plan.
- ☐ Knowledge of reforestation methods, principles and techniques, and harvesting systems sufficient to participate in devising solutions to complex problems on varied (biologically and physically) units in a forest area.
- ☐ Knowledge of agency land management policies and procedures sufficient to ensure that greenhouse nursery plans and operations are consistent with such policies and procedures.

**Greenhouse Manager III**

- ☐ Knowledge of cultural principles and procedures necessary to produce a variety of greenhouse products including forest tree seedlings, shrubs, grasses and produce.
- ☐ Knowledge of plant physiology, nursery pests (insects, parasites, rodents, birds and diseases) and appropriate control measures (pesticide application, cultural treatment, etc.).
- ☐ Practical experience in container seedling production.
- ☐ Knowledge of local and regional markets for products produced by the greenhouse, with ability to monitor market trends and seasonal demands for these products. Also have the capacity to engage clients and develop marketing strategy.
- ☐ Understanding of ordering/procuring, handling, and testing seed and/or seedlings.
- ☐ Must have knowledge in the proper temperature controls for a greenhouse and supplemental lighting for plants, trees and shrubs.
- ☐ Experience manipulating seedling fertilization and irrigation regimes.
- ☐ Ability to identify seedling stock for numerous types of trees and shrubs common to Washington State

**Note:** This position has been identified as a “Safety Sensitive” position. Pursuant to CCT policies, this position is subject to post accident, and Reasonable suspicion rug testing.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

(a) **CLOSING DATE:** For guaranteed consideration applications and supporting documents, including a copy of official transcripts, **MUST** be received in the Human Resources Office by **4:00 p.m., Friday January 31, 2014** or postmarked by that date.

(b) **INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
(800) 506-9434 or (509) 634-2019  
[jacqueline.trevino@colvilletribes.com](mailto:jacqueline.trevino@colvilletribes.com)