



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2846 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Greenhouse Manager

SALARY: \$39,644.80 - \$55,785.60, DOE

REPORTS TO: Forest Manager

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This is an exempt position that is responsible for the overall operation of the Colville Tribal Greenhouse. Primary responsibilities include the proper care of plants, trees, and environmental standards for agricultural and horticultural production in addition to managing and supervising people and resources to ensure the production of healthy and quality horticulture. This is a progressively responsible position requiring the knowledge, skills, and ability to address competing priorities with deadlines, administrative functions, and the planning, organizing, directing, controlling, and coordinating of greenhouse activities and subordinate staff engaged in propagating, cultivating, and harvesting horticultural specialties such as trees, shrubs, produce for local markets, and other plants. The Greenhouse Manager will work closely with the Colville Tribal Forestry, Fish & Wildlife and Range Departments in a collective and strategic effort to maximize effective manufacturing and distribution of quality horticulture operating in alignment with the Colville Tribes Resource Management Plan (RMP). Incumbent will determine plant growing conditions such as greenhouse, hydroponics, or natural settings, and set planting and care schedules accordingly. The incumbent will monitor the day-to-day operations of production processes and maintenance schedules, in addition to monitoring the daily growing tasks such as watering, fertilizing, safe transporting of, and best practices used in regulating the growth. This position is responsible for supervising three (3) full-time and up to fifteen (15) seasonal employees. The Greenhouse Manager is responsible for preparing reports, maintaining the budget, and meeting contractual obligations to assure compliance of funding sources.

MINIMUM QUALIFICATIONS

Education and Training:

- ☐ Bachelor of Science degree in a Natural Resource related field (Forestry, Botany, Plant Physiology, Horticulture), with twelve (12) months experience working in a production tree seedling propagation facility (greenhouse, bare-root nursery, etc.), with six (6) of those months working in a lead position with supervisory functions; **OR**
- ☐ Bachelor of Science degree in a Natural Resource related field (Forestry, Botany, Plant Physiology, Horticulture), with six (6) months preferred experience working in a production tree seedling propagation facility (greenhouse, bare-root nursery, etc.), and six (6) months preferred experience working in a lead position with supervisory functions; **OR**
- ☐ AAS degree in a Natural Resource related field (Forestry, Botany, Plant Physiology, Horticulture), with forty-eight (48) months experience working in a production tree seedling propagation facility (greenhouse, bare-root nursery, etc.), with twenty-four (24) of those months managing or assistant managing a propagation facility with supervisory functions.
- ☐ May substitute education from an accredited college or university in Forestry, Botany, Plant Physiology, Horticulture, for required experience. **(Must submit transcripts if substituting education for experience)**
- ☐ Must successfully pass an extensive background clearance and be eligible for the Tribe's vehicle insurance throughout employment.
- ☐ Must possess and maintain a valid Washington State Driver's License and be eligible for the Tribe's vehicle insurance. Continued employment is contingent upon maintaining this clearance.
- ☐ Must have working knowledge of the safe and appropriate handling, storing, and use of common pesticides, insecticides and fertilizers. Must be willing to obtain applicator license within three (3) months of employment and become well informed of Tribal, Federal and State regulations when handling, mixing, storing and disposing of restricted pesticides.

Education and Training cont'd:

- ☐ Must be willing to obtain First Aid/CPR certification within ninety (90) days of employment.
- ☐ Must be able to operate a forklift, and be willing to take certification training within (90) days of employment.
- ☐ Employment will be contingent upon successfully passing a background information inquiry and criminal history clearance which indicates no convictions of child abuse/neglect or serious felonies. Continued employment is contingent upon successfully clearing these background checks throughout the duration of employment.
- ☐ Must be willing to work non-standard hours including early mornings, late evenings, weekends, and holidays as needed.
- ☐ Must be in very good physical condition and be capable of lifting a minimum of fifty (50) pounds, and perform all duties of the position independently – which includes working outdoors in variable weather conditions in all types of terrain.
- ☐ Must have some working knowledge of administrative duties requiring working knowledge of computers, Window's Operating Systems and associated software.
- ☐ Must have some working knowledge of timekeeping, payroll, bookkeeping, maintaining cuff accounts and general ledgers, working within budget guidelines and assuming full responsibility for the Greenhouse budget.

Knowledge, Skills, and Abilities:

- ☐ Knowledge of the Tribe's approved Resource Management Plan.
- ☐ Knowledge and Ability to observe environmental standards for agricultural and horticultural production.
- ☐ Knowledge of plant physiology, nursery insects, parasites, rodents, birds, and diseases and the safest, most effective way to treat the infestation of such.
- ☐ Ability to perform and enforce safety regulations and policy.
- ☐ Ability to determine optimal growing conditions slopes in the landscape, soil type, drainage, and other factors that affect plant and tree growth.
- ☐ Ability to carefully monitor weather conditions affecting plant and tree growth, and understand historical statistical data when deciding which species to grow and how many of each against the demand or quantity desired by the Tribes Natural Resource Department.
- ☐ Knowledge of best times to plant fertilizes, harvest, and sell each species of tree/plant and other local horticulture.
- ☐ Knowledge of the selection and purchase of seeds, plant nutrients, disease control chemicals, and other care/maintenance equipment necessary for the production of quality horticulture.
- ☐ Ability to interact with local Tribal, Federal, and State departments and officials in a professional manner; relaying factual, concise, and relevant information to an audience of people in person, through electronic mail, written correspondence, and graphic form.
- ☐ Ability to identify plants and trees and associated diseases, weeds, and insects, and readily provide suggestive treatments or alternative practices used to effectively treat them.
- ☐ Ability to identify numerous types of trees, weeds, shrubs, and other horticulture common to Washington State and specific to Northeastern Washington.
- ☐ Ability to position and regulate plant irrigation systems.
- ☐ A firm understanding of ordering, procuring, handling and testing seeds, and experience in container seeding production.
- ☐ Knowledge of safe handling, transporting, storing, and manipulating seed fertilization and irrigation regimes.
- ☐ Knowledge of proper temperature controls and supplemental lighting for plants, trees, and shrubs in all phases of growth.
- ☐ Familiar with best practices used with the safe transplanting and transporting of horticulture.

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

CLOSING DATE: **OPEN UNTIL FILLED**, however for first review applications and supporting documents **MUST** be received in the Human Resource Office by, **4:00 p.m., Friday, Open until filled**, or be postmarked by that date.

NOTE: Pursuant to Tribal Policy, this position is subject to Post Accident and reasonable suspicion drug testing.

INFORMATION: Colville Confederated Tribes
Human Resources Office
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