



# Cow Creek Government Office

## Position Description

**Position Title:** Orchard and Gardens Technician

**Department:** Natural Resources

**Reports To:** Garden Manager

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 11/4/2016

### POSITION PURPOSE:

The purpose of the Orchard and Garden Technician is to support the Natural Resources Department in the development, maintenance and operations of the Tribal Orchards and Gardens.

### ESSENTIAL FUNCTIONS

- Plant, spray, weed, fertilize, prune and water plants, shrubs, and trees, using hand tools and gardening tools.
- Monitor leaves to detect the presence of insects or disease.
- Operate tractors and other machinery and equipment to fertilize, cultivate, harvest, and spray fields and plants.
- Inspect plants to assess quality.
- Dig, cut, and transplant seedlings, cuttings, trees, and shrubs.
- Move containerized shrubs, plants, and trees, using wheelbarrows or tractors.
- Clean work areas, and maintain grounds and landscaping for the Orchard and Gardens.
- Haul and spread topsoil, fertilizer, peat moss, and other materials to condition soil, using wheelbarrows or carts and shovels.
- Design, maintain, and repair irrigation and climate control systems for the trees and plants.
- Record information about plants and plant growth.
- Regulate greenhouse conditions, and indoor and outdoor irrigation systems.
- Sow grass seed, or plant plugs of grass.
- Maintain inventory and ordering materials as required by the Director of Natural Resources.
- Provide information and advice to Tribal members about gardening and fruit or nut trees.
- Graft plants and trees into different rootstock.
- Designing and planting of Orchards and Gardens with the help of other Natural Resources staff.
- Assists the Natural Resources Director on equipment purchases, expenses and general operating costs.
- Assist Tribal members on volunteerism and usage of the Orchards and Gardens.
- Integrate Tribal Orchards and Gardens into other Tribal Businesses, with the support of the Natural Resources Director.
- Work with community food banks on donations of unused produce.
- Works with Natural Resource staff or maintenance staff as needed on other projects.

## **QUALIFICATIONS:**

- Minimum of an associate's degree or certification in agriculture, horticulture, botany, natural sciences or a related natural resource field (Bachelor's degree preferred). Transcripts must be made available at the time of hiring.
- 1 to 3 years of gardening or landscaping experience, required.
- 1 to 3 years of Orchard work experience, required.
- Must have knowledge of fruit tree management and maintenance.
- Must have experience in operating farming equipment.
- Basic mechanic abilities.
- Ability to handle multiple priorities and tasks.
- Current Oregon Driver License and the ability to comply with the company's Drivers Policy.
- Master Gardener's certificate preferred.

**Cow Creek Government Office**  
Position: Orchards and Gardens Specialist

**Position Minimum Requirements**

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

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1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) **Frequent when computer or phone use is needed.**

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  2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?) **Frequent when on site at the orchard.**

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  3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) **Frequent walking from one end to the other of property.**

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  4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) **Frequent changes.**

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  5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) **Frequent lifting when spraying trees or carrying pruning equipment.**

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  6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) **Frequent pulling of branched for pruning.**

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  7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Frequent when operating machinery.**

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  8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) **Frequent for maintenance of grounds.**

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  9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) **Frequent twisting when pruning.**

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  10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Occasional climbing on ladder for pruning.**

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  11. **CRAWLING** – (Surface? Frequency? Distance?) **Occasional when performing grounds maintenance.**
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**ENVIRONMENTAL FACTORS** – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

**Job will have considerable time outside and would include use of chemicals for spraying.**

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<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input checked="" type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input checked="" type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

**I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.**

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**EMPLOYEE** **DATE**

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**SUPERVISOR** **DATE**

**The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.**