



## Cow Creek Government Office

### Position Description Salary Grade 11

**Position Title:** Tribal Garden Program Manager

**Department:** Natural Resources

**Reports To:** Natural Resources Director

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 11/10/2016

### POSITION PURPOSE:

The purpose of the Tribal Garden Program Manager is to support the Natural Resources Department by managing the day-to-day development, maintenance, and operations at the Tribal Gardens.

### ESSENTIAL FUNCTIONS

- Establishes and maintains high garden standards and practices; providing direction, training and motivation for the garden staff, interns and volunteers.
- Works with garden staff and the Natural Resource Director to develop new program growth opportunities over time.
- Responsible for the operational budgets, budget monitoring, strategic planning, and any capital projects as needed.
- Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the general public.
- Manages and supports overall plant health and soil nutrition strategies for all gardens to include sustainable gardening practices and integrated pest management.
- Carries out gardening activities in accordance with the Tribal garden master plan, mission, and strategies. Updates the master plan as needed.
- Coordinates heating and cooling of greenhouses, irrigation systems and maintenance of equipment.
- Works as part of a cross-departmental team which identifies, solicits, and cultivates funding sources for supporting ongoing activities.
- Serves as part of a Team that creates and executes new market development opportunities.
- Collaborates with the Activities and Events Coordinator to identify opportunities for cultural resource programming and interpretation at the gardens.
- Maintains inventory of propagation and growing equipment and supplies, and orders additional materials as needed.
- Arranges purchase, sale, or exchange of plants with representatives of similar institutions, promoting collaborative relationships with like institutions.
- Maintains garden planting, harvesting, and inspection records.
- Prunes and waters plants, shrubs, and trees, using hand tools and gardening tools.
- Monitors leaves to detect the presence of insects or disease.
- Operates tractors and other machinery and equipment to fertilize, cultivate, harvest, and spray fields and plants.

- Inspects plants to assess quality.
- Digs, cuts, and transplants seedlings, cuttings, trees, and shrubs.
- Moves containerized shrubs, plants, and trees, using wheelbarrows or tractors.
- Cleans work areas, and maintains grounds and landscaping for the Orchard and Gardens.
- Hauls and spreads topsoil, fertilizer, peat moss, and other materials to condition soil, using wheelbarrows or carts and shovels.
- Designs, maintains, and repairs irrigation and climate control systems for the trees and plants.
- Grafts plants and trees into different rootstock.
- Integrates Tribal Orchards and Gardens into other Tribal Businesses, with the support of the Natural Resources Director.
- Works with community food banks on donations of unused produce.
- Works with Natural Resource staff or maintenance staff as needed on other projects.

### ***Supervisory Responsibilities***

- Directly supervises 3-5 non-supervisory employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS:**

- Bachelor's degree in agriculture, horticulture, botany, natural sciences or a related natural resource field (preferred)
- Minimum of five years of experience as a professional gardener, farmer, rancher, or agricultural professional.
- Minimum of two years of experience in a management position.
- Demonstrated knowledge of common plants and produce native to Oregon.
- 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.

### ***Licenses and Certifications***

- Current Oregon Driver License and the ability to comply with the company's Drivers Policy.
- Must have a State of Oregon Pesticide Applicators License (or obtain within 3 months).
- Master Gardner and/or other Professional Agricultural Certifications Preferred.

**Cow Creek Government Office**  
Position: Tribal Garden Program Manager

**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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—	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<u>x</u>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<u>x</u>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
—	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
—	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.**