ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department

909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
www.oneida-nsn.gov

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

SECOND POSTING TO ALL APPLICANTS

POSITION TITLE:	Horticultural Farmer
POSITION NUMBER:	01371
DEPARTMENT:	Tsyunhehkwa
LOCATION:	139 Riverdale Oneida WI 54155
DIVISION:	Internal Services
RESPONSIBLE TO:	Tsyunhehkwa Director
SALARY:	NE09 $13.34/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Agriculturally Exempt
POSTING DATE:	March 16, 2016
CLOSING DATE:	Until filled
Transfer Deadline:	March 23, 2016
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Research, develop, determine and implement organic methods of planting, composting, fertilizing, disease control and insect and pest control. Incumbent will cultivate and harvest gardens for community markets using traditional and contemporary technologies. Position will be expected to work long hours with a seven day workweek including holidays and weekends as the workload dictates. This position is an agriculturally exempt position. This position is a seasonal position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Maintain inventory of all product.
2. Maintain all garden equipment and tools.
3. Operate a tractor with attachments for planting, cultivating and harvesting.
4. Order seeds and supplies needed for all aspects of operations. (For example: greenhouse area, on-site gardens, and outreach gardens.)
5. Establish seasonal planting, cultivating, and harvesting schedule for on-site garden production and berry gardens.
6. Maintain production records of crops harvested for each season, including cultivating, harvesting, destination tracking and composting.
7. Inspect all on-site gardens periodically to ascertain health and nutrient deficiencies, detect disease and insect infestations. Identifies and corrects disease, infestation, and foreign plant growth.
8. Create seasonal “Rainfall Record” and other tracking charts to help with production and planning.
9. Assist with all aspects of annual harvest of heirloom White Corn. Assists in all areas of Tsyunhehkwa as needed/requested.
10. Build and maintain raised beds, cold frames and contemporary garden development structures on site for demonstration and production.
11. Plant, cultivate, and harvest crops for on-site production garden and Community Seed and Plant Distribution. Dries down and processes when needed.
12. Develop and implement a soil nutrient management plan.

DUTIES AND RESPONSIBILITIES: (Cont.)

13. Create seasonal, mid-year and annual reports for Horticultural Area.
14. Create and maintain production records to ensure that Organic Certification is maintained.
15. Integrate Oneida Language and Culture into all aspects of agriculture and workplace.
16. Teach, train and educate community and staff members on cold frames, composting, soil building techniques and other organic gardening practices including raised bed techniques and pest eradication/elimination in line with organic certification requirements.
17. Assist the Community Outreach program with education of community gardeners through workshops: organic gardening, cold frames/season extenders, composting, fertility and soil building, vegetable and herbal growing, raised beds, pest and disease identification and controls.
18. Participate and conduct tours and presentations which represent the over all mission of Tsyunhehkwa.
19. Maintain communication with supervisor of updates, plans, and changes regularly in writing and/or verbally.
20. Design manual for process related to area. (Example green house/winterization, seed starts, planting, transplanting, cultivating, harvesting, etc.)
21. Integrate knowledge gained through training/education in to daily and seasonal work.
22. Ensure efficient operation of all Green House processes.
23. Keep accurate and organizational records/files of all purchases and transactions for tracking purposes.
24. Assist with dry down and processing procedures as needed/requested.
25. Work with Tsyunhehkwa supervisors on Goals and Objectives for projects and overall program.
26. Complete reconciled cash and check sales weekly and deposit to bank.
27. Work with Cannery to meet local food needs in garden production, planning, and harvesting. Provides produce to Cannery for processing and preservation.
28. Contribute to a team effort and accomplish related results as required.
29. May provide direction and guidance to Youth Workers, Student Interns, and Volunteers.
30. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
31. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
32. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, bend, stoop, squat, crawl, reach above shoulder level, crouch, and push/pull.
2. Occasionally lift and/or move fifty (50) pounds up to one-hundred (100) pounds with assistance.
3. Work is generally performed in an agricultural outdoors setting with a moderate noise level. Exposure to natural weather conditions, high and low temperatures, various dusts and mists, and normal debris, chemicals and hazards common at farming sites may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
2. Knowledge and experience in presenting.
3. Skill in interpersonal relations.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to work weekends and Holidays; also be on-call when situations arise.
6. Ability to inform and communicate verbally and in writing.
7. Ability to develop and maintain productive working relationships with co-workers, community members, and management.
8. Ability and willingness to research and obtain additional education and training on organic and sustainable agricultural practices.
9. Ability to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
10. Ability to operate a tractor with rotating, planting, cultivating and harvesting equipment attached is preferred.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**

STANDARD QUALIFICATIONS: (Cont.)

12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
14. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Associate's Degree in Horticulture, Agricultural Sciences.
2. Operate a tractor with rotating, planting, cultivating and harvesting equipment.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement.
2. Two (2) years of work experience in organic and sustainable practices in vegetable crop production, soil fertility, nutrient management, raising fruit, herbal gardening, and home gardening; and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**