



Eastern Band of Cherokee Indians

LEAD HORTICULTURE TECHNICIAN

Position Description

Program:	Natural Resources	Reports to:	Supervisor – Horticulture Operations
Division:	Agriculture & Natural Resources	Position Number:	932516021
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	11	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

This is a full-time and permanent position where the incumbent will work as a field crew member.

Under general supervision, the Environmental Lead Horticulture Specialist will be utilizing several different propagation techniques to produce native and culturally significant plants, aquatic restoration plants, vegetable transplants, fruit trees, small fruit, and flowers. Position will aid Horticulture Operations Supervisor with all operational duties of the Jessie Owle Dugan Native Plant and Greenhouse Facility.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Interact with internal and external customers / clients in a polite and professional manner.
- Maintain inventory plant material (watering, fertilizing, pruning, spray application).
- Follow EBCI Production Management Plan for plant propagation.
- Follow EBCI Integrated Pest Management Plan for insect, disease and weed infestations; identification of insect pest species and monitoring of pest populations.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Apply or release chemical & biological materials to manage insect, disease and weed pests.
- Prepare and mix growing media for various native species, fruit trees, small fruit, and vegetables.
- Prepare fertilizer mixture for top-dress application.
- Calibrate and maintain test instruments and spraying equipment.
- Use and maintain personal protective equipment.
- Maintain special plant collections as required, including vegetative and seed propagation, pruning and renovation of specimen plants.
- Collection of parent specimen plants from local lands.
- Transportation of plants to EBCI approved projects.
- Test growing media to evaluate pH and soluble salts.
- Maintain records and reports as required.

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- Attend meetings and various trainings as required.
- Must be able to work as a self-starter without direct supervision to assess priorities and daily tasks.
- Performs customer service functions; provides information and assistance related to Garden features, services, activities, or other issues
- Installs landscaping projects; rotates plants based on season and color; plants containers; builds walls; lays edging; installs and maintains slate pathways; plants new collections; moves existing collections to different locations; makes recommendations to Garden Manager regarding landscaping projects and installations.
- Mow and weed eat facility. Maintain grow yard fabric, greenhouse floor, cold frame fabric, and high tunnel. Assists in overseeing volunteer groups; monitors work assignments; monitors status of work in progress; inspects completed work.
- Assists with garden events, bee training events and other horticulture events.
- Operates and ensures proper maintenance for a variety of machinery and equipment necessary to complete essential functions, including but not limited to utility vehicles, chainsaw, backpack blower, hedge trimmer, pressure washer, pick-up truck, spray equipment, applicators, spreaders, rototillers, and other landscaping machines and equipment.
- Operates and ensures proper maintenance for a variety of small equipment such as hand pruners, shovels, loppers, hand saws, and chain saws.
- Operates a program computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, Microsoft publisher, excel, database, or other system software.
- perform other duties as required by Horticulture Operations Supervisor or program manager.
- Assists Horticulture Operations Supervisor in administrative duties such as timesheets, requisitions, production planning, and other duties.

Scope of Supervision:

This position is supervised by program leadership. This position is responsible for supervising interns, volunteers and students.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year-related experience is required. Experience to include plant propagation in greenhouse and nursery production.
Education:	Associate's or Vocational Degree in Horticulture, Botany, Environmental Science, Plant and Soil Science, or related field required.
Licenses & Certifications:	Valid insurable NC driver's license. Must obtain pesticide applicators license within 1 year of hire date.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires the ability to accurately comprehend horticulture practices and directly apply standards practices to the Native Plant & Greenhouse Facility operations.
- Employee must interact professionally with co-workers and identify solutions to meet Tribal requirements and project objectives.
- Must have good problem-solving skills, as well as strong written and verbal communication skills.
- Must possess the ability to work in team setting.
- Must obtain relevant license and certifications as directed by Supervisor – Horticulture Operations

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Safety/Accuracy Focus:

Errors in calculations or data collection could cause misrepresentation of production success, watershed status, and environmental conditions within the Tribal Communities. A high degree of accuracy is required. Inaccurate reports could result in sanction, public distrust and could result in far-reaching impacts. Will be responsible for utilization correct Personnel Protective Equipment to wear in indoor and outdoor survey, construction, assessment and inspection environments.

Key Relationships:

Have daily contact with Natural Resources staff as well as other office staff and individuals from other Tribal programs and divisions. Frequent contacts are made with BIA, US Forest Service, USDA, EPA; local land based funded universities and Cherokee schools. Works with outside environmental professionals on the state, regional and national levels. The purpose of contacts is to exchange or provide information and must be carried out with tact, courtesy, and professional decorum.

Resourcefulness & Initiative:

Lead Horticulture Technician is to utilize program equipment, supplies and data to the best ability possible.

Discretion – Confidential Data:

A high degree of discretion must be used when considering data/information shared to others. Data produced by the Natural Resources Department has the potential to be misinterpreted and should be kept confidential until the appropriate time for release. Must adhere to all Tribal policies & procedures including those pertaining to confidential information.

Complexity of Duties:

This position requires a high level of knowledge and skills with horticulture practices. Technical and administrative skills are required due to program work requirements to operate the program on a day-to-day continuum. Formal reports are required by Horticulture Operations Supervisor for data parameters. Personal communication skills are necessary and is expected to be a positive team player in the Natural Resource Department and be professional and courteous when working in the community and interacting with consultants hired by the Tribe.

PREFERRED QUALIFICATIONS

Bachelors in Environmental Science, Botany preferred. Experience in soil mixing, pesticide application, seed propagation, cutting propagation is preferred.

WORK ENVIRONMENT

Work Environment: Approximately 15% of time will be spent in an office setting with the remaining 85% spent in the field. Will be exposed to inclement weather conditions, aquatic situations and varying terrain.

**Mental/Visual/
Physical Effort:** Position must be flexible and team oriented. Must be detailed focused and possess exceptional skills relating to the statistical analysis of data, data management, public speaking and scientific technical writing. Physical requirements of the job include time of moderate to strenuous activity (i.e., installation of restoration planting and stabilization materials); the ability to carry loads up to 100 pounds and early morning and late-evening work hours. Must be able to acquire needed health vaccinations for field work (i.e., rabies, HEP A & HEP B). Must be able to operate and maintain power boats, four-wheel drive vehicles, ATV/RTV, excavating equipment and various laboratory and field equipment. Must be able to lift 50 pounds on a repetitive basis.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks

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for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening:

All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Lead Horticulture Technician** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date