



The Three Affiliated Tribes **Job Description**

GREENHOUSE SUPPORT STAFF

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: NG2 Head Grower DEPARTMENT: NG2 SALARY: \$19-22/hr CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: Parshall ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: NG2, Native Green Grow, is an MHA Nation Tribally owned Hydroponic Greenhouse located in Parshall, North Dakota. This facility is an ecologically sensitive project that grows vegetables utilizing state of the art hydroponic methods. The primary responsibility for the Greenhouse Support Staff will be to assist the Head Grower and Assistant Grower in all greenhouse production activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Head Grower and Assistant Grower in all greenhouse production activities, including operations, greenhouses, and coordination of the complete growing cycle from seed to truck
2. Assist in the repair, planning, reporting, and troubleshooting of all plant equipment and machinery
3. Coordinate startups, shutdowns and the operations of plant equipment
4. Position will require some preventive maintenance on greenhouse equipment
5. Performance of some greenhouse functions such as fixing irrigation and PVC plumbing repair
6. Must be able to work as a member of the team and perform tasks independently
7. Responsible for maintaining a continuous workflow to the greenhouse facility in normal and emergency situations
8. Additional job-related tasks can be assigned and learned on the job by Growers and team
9. Must be able to work full-time shifts and is considered Essential Personnel: this unit may provide essential services during times of emergencies and inclement weather
10. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- This position is not a supervisory position.

COMPETENCIES:

- Perform duties in a manner that supports and advances the mission of the greenhouse facility
- Work effectively within a diverse team environment and build productive working relationships
- Demonstrate initiative by identifying work needs and taking appropriate action



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- Maintain strong attention to detail
- Promote and maintain a safe, safety-conscious workplace
- Contribute to a respectful work environment and demonstrate a positive, proactive attitude
- Model high ethical standards and professional conduct
- Deliver high-quality internal and external customer service

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma or equivalent **PREFERRED.**
- Experience with the operation and maintenance of greenhouses
- Valid United States driver's license **REQUIRED.**
- Experience of irrigation systems and greenhouse equipment
- Experience working with Microsoft Word, Excel, and Outlook

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- This position may be designated as essential personnel and may be required to provide essential services during emergencies, severe weather events, or other critical situations to support continuous greenhouse operations.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.



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All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____