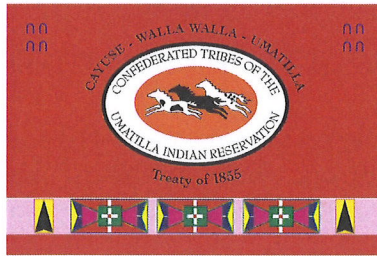


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMINE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Tribal Farm Worker (1 position)

SALARY: Range 6-7
\$39,228.48 - \$50,004.00 annual
DOE/DOQ

DEPARTMENT: Department of Economic and Community Development
Tribal Farm Program

LOCATION: Mission Basin

EMPLOYMENT STATUS: Full Time with benefits package
(Safety Sensitive subject to random drug testing)
Non-exempt

SUPERVISED BY: Farm Manager

OPENING DATE: March 17, 2025

CLOSING DATE: March 31, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

To provide efficient and optimal farm work services to the Tribal Farm program under a minimum amount of supervision. Work involves the responsibility for various tasks to be performed on farming parcels, varying from wheat, hay, to conservation areas. Serve as a skilled farm worker technician to conduct farm operation projects.

Assist the Farm Manger with any day-to-day duties that might be needed. This includes taking care of crops. Must know what is needed to make sure that plants thrive and are healthy. Also helps with any repairs that may be needed, including tasks such as fixing small engine repair.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Ability to carry out the day-to-day operations of the Tribal Farm activities; this may include but not be limited to the following: fieldwork which consists of operating various farm equipment and the maintenance of the equipment. Also, Keep the farm up, mowing, weed eating, put fertilizer down when needed.
2. Perform and maintain basic farm equipment maintenance. Check equipment oil, grease equipment, other fluids, tire pressure etc. Follow up with Farm Manager if anything needs additional maintenance or repair.
3. Ability to assist with raising crops and keeping them healthy.
4. Knowledge of growing seasons and what must be done at different times of the year.
5. Ability to work independently, establish priorities and to accomplish tasks in a timely and accurate manner.
6. Participate in farm and safety training including technics for safe, efficient operations and use of tools, equipment, and farm equipment.
7. Ability to independently keep records of the time spent and activity within each farm parcel. Keep field records and tasks completed on a daily log.
8. Ability to assist with obtaining signatures on various farm documents when needed or required for leasing purposes.
9. Responsible for maintaining a safe working atmosphere.
10. Hay experience not required but helpful.
11. Other duties as assigned pertain to the mission, objectives, and work tasks of Tribal Farm.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma or equivalent.
2. Experience in farming and understanding general farm maintenance, small engine repairs experience.
3. Demonstrated knowledge of farm operations and the ability to effectively communicate.
4. Knowledge of farm equipment, power tools, hand tools, and tractor and how to use it.
5. Knowledge of growing seasons and what must be done at different times of the year.
6. Ability to assist with raising crops and keeping them healthy.
7. Understanding of general farm maintenance.
8. Experience doing various tasks around a house/farm an asset.
9. Ability to maintain a log to support the management system within Tribal Farming.
10. Must have a valid state driver's license and meet insurance requirements.
11. A CDL Class A or B CDL preferred but not required and meet tribal insurance requirements.
12. Willing to attend training related to Farm practices, safety for Farm Equipment/Operations.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to flex work schedule based upon the seasonal needs of the Tribal Farm activities.
This may include extensive long workdays during harvest, preparation of fields for planting or other critical times of farm production.
4. Ability to lift 80 pounds and to sit for long periods of time.
5. Ability to lift heavy objects and work long hours in all weather conditions.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M, on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood, or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be post marked by the closing date.



Approved: Patricia Farrow, Staffing & Recruitment Specialist

03/17/2025
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

