



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Native Plant Propagation Technician I
SALARY:	Pay Range 4-5 \$31,537.08 to \$45,049.08 annual DOE/DOQ
DEPARTMENT:	Department of Natural Resources, Native Plant Nursery
LOCATION:	73820 Highway 331, Mission, Oregon
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt
SUPERVISED BY:	Nursery Manager
OPENING DATE:	July 23, 2025
CLOSING DATE:	August 13, 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

The Native Plant Propagation Technician I contributes in all areas of plant propagation; restoration; landscape installation; maintenance of infrastructure, equipment, and grounds; and production of native plant crops as a member of the nursery team. The incumbent assists in all aspects of native plant crop

production including propagule collection/preparation/storage/ recordkeeping, container crop production, crop cold storage, and customer service. Incumbent keeps detailed daily records concerning daily output, crop, infrastructure, equipment, tools/materials inventory, and customer orders.

Individuals must be very trustworthy, self-motivated and able to work alone in many phases of the collection and propagation schedule. Work will include a range of tasks from fast-paced and/or meticulous repetitive tasks to using a variety of equipment, power tools and landscaping equipment. Work schedules vary to meet propagation requirements from 4 to 7 days a week for 37.5 hours a week. Individuals must have a proven record of highly reliable work ethic. The incumbent must utilize professional demeanor, strong communication skills, a positive attitude, effective work habits, good physical condition, and have the willingness, athletic ability, agility, and experience to work safely and efficiently in rough terrain, occasionally for long hours, during inclement weather, sub-zero temperatures and/or intense heat while collecting propagules, planting at construction/restoration sites (early spring through late fall), performing nursery production operations other duties as required.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for upkeep of nursery (including weeding, organizing, and cleaning).
2. Contributes to maintenance of nursery facilities and equipment.
3. Responsible for organizing and recording inventories of tools, equipment, materials and the crop as assigned by supervisor.
4. Prepares media, monitors and inventories the crop utilizing techniques established by supervisor and assigned by supervisor.
5. Responsible for native plant propagule collection according to priorities, schedules, and procedures established by supervisor as assigned by supervisor. Collection takes place from June through November in a field setting; cleaning/treatment of fruit, seed, or cuttings and propagation take place on the nursery grounds; then out planting occurs off nursery grounds.
6. Prepares containers, sows seed, germinates, establishes seedlings, thins, and consolidates, according to priorities, schedules, and procedures established by supervisor as assigned by supervisor.
7. Assists in monitoring pests and diseases.
8. Assists in preparing the crop for cold weather, cold storage, sale per specifications provided by supervisor.
9. Keeps careful records concerning nursery procedures including collection, health/growth of plants, cold storage, inventory, order preparation, and adherence to certain daily procedures.
10. Responsible for orderly daily record of one's own work recorded by time and output.
11. Contributes to maximization of production efficiency and crop quality by exercising skills and utilizing materials, equipment, tools, and methods provided by supervisor to perform assigned tasks while encouraging nursery team members in the performance of those assignments.

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, plus one or more seasons successful experience in production of native plant species, horticulture, or a production nursery. (Experience in restoration or organic agriculture a plus but not required).
2. Must demonstrate knowledge in nursery plant production.
3. Must have interest in and ability to greet the public, supervise temporary staff, and handle difficult situations on the phone or in person in a professional and courteous manner.
4. Proven ability to carry out assigned duties/projects according to specifications in an efficient and timely manner with minimal supervision
5. Ability to adapt to multiple projects, while working within defined timelines.
6. Proven ability to follow through on assignments and report back to supervisor.
7. Proven ability to work effectively while alone or in a crew in assigned phases of the nursery operations, using proper pace and procedures/ techniques as assigned by supervisor.
8. Must possess effective communication skills, a positive attitude, adaptability, self-motivation, organization, goal-orientation, effective work habits including reliability both in timeliness and attendance.
9. Physical and mental ability to perform months of intense-paced work completing exacting and repetitive tasks essential to successful nursery plant production.
10. Must be eligible to work with and supervise youth and/or community service personnel.
11. Must have reliable transportation to and from worksite.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk in an outdoor environment for long periods of time.
3. Ability to work in environmental extremes and in rugged environments.
4. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
5. Ability to lift 40 pounds repeatedly.

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 employee 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 at 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 Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

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



Approved: Patricia Farrow, Staffing and Recruitment Specialist
Office of Human Resources

07/23/2025
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

