



*Eastern Band of Cherokee Indians*

**CERTIFICATE**

**FOR JOB DESCRIPTION AND PAY LEVEL**

**POSITION TITLE** Lead Horticulture Technician

**DIVISION** Agriculture & Natural Resources

**PROGRAM** Natural Resources

**POSITION ID NUMBER** 932516021

**JOB CLASS CODE** 1602

**TYPE OF CERTIFICATION:**

- NEW POSITION
- EXISTING POSITION

**FLSA STATUS: CHECKLIST ATTACHED**

- EXEMPT       NON-EXEMPT
- Executive/Director       Professional & Skilled
- Manager & Professional       Support & Semi-skilled

**PAY LEVEL ASSIGNED** 9

**CERTIFICATION BASED ON 2080 HOURS. PRORATE TO BUDGETED HOURS. PAY MAY NOT EXCEED MIDPOINT FOR NEW HIRE. REFERENCE CURRENT EBCI SALARY STRUCTURE PAY RANGE.**

Certification to revise position # 932525002 Environmental Horticulture Technician Level 6 for modification of duties and increase in supervision and responsibilities; increase in salary level for FY22BA.

WG DōDHJ 10/08/2021  
Laura Smith, Organizational Development Specialist Date

**\*\* MUST SUBMIT WITH AUTHORIZATION TO ADVERTISE\*\***



# EBCI Salary Structure



Annual			
Pay Grade	Minimum	Midpoint	Maximum
26	\$185,749	\$232,175	\$278,623
25	\$168,812	\$211,009	\$253,229
24	\$153,455	\$191,824	\$230,194
23	\$139,501	\$174,376	\$209,251
22	\$126,881	\$158,596	\$190,311
21	\$116,354	\$145,421	\$174,509
20	\$106,695	\$133,358	\$160,043
19	\$97,748	\$122,185	\$146,623
18	\$89,580	\$111,970	\$134,382
17	\$82,036	\$102,556	\$123,053
16	\$75,114	\$93,876	\$112,660
15	\$68,704	\$85,886	\$103,045
14	\$62,918	\$78,630	\$94,365
13	\$57,554	\$71,954	\$86,331
12	\$52,635	\$65,811	\$78,964
11	\$48,162	\$60,202	\$72,243
10	\$43,956	\$54,950	\$65,945
9	\$40,105	\$50,121	\$60,136
8	\$36,500	\$45,625	\$54,750
7	\$33,250	\$41,574	\$49,876
6	\$30,357	\$37,946	\$45,536
5	\$27,642	\$34,541	\$41,463
4	\$25,261	\$31,581	\$37,902
3	\$22,990	\$28,732	\$34,475
2	\$20,965	\$26,218	\$31,448
1	\$20,542	\$23,792	\$28,554

Effective 10/01/2019

Hourly			
Pay Grade	Minimum	Midpoint	Maximum
26	\$89.30	\$111.62	\$133.95
25	\$81.16	\$101.45	\$121.74
24	\$73.78	\$92.22	\$110.67
23	\$67.07	\$83.83	\$100.60
22	\$61.00	\$76.25	\$91.50
21	\$55.94	\$69.91	\$83.90
20	\$51.30	\$64.11	\$76.94
19	\$46.99	\$58.74	\$70.49
18	\$43.07	\$53.83	\$64.61
17	\$39.44	\$49.31	\$59.16
16	\$36.11	\$45.13	\$54.16
15	\$33.03	\$41.29	\$49.54
14	\$30.25	\$37.80	\$45.37
13	\$27.67	\$34.59	\$41.51
12	\$25.31	\$31.64	\$37.96
11	\$23.15	\$28.94	\$34.73
10	\$21.13	\$26.42	\$31.70
9	\$19.28	\$24.10	\$28.91
8	\$17.55	\$21.94	\$26.32
7	\$15.99	\$19.99	\$23.98
6	\$14.59	\$18.24	\$21.89
5	\$13.29	\$16.61	\$19.93
4	\$12.14	\$15.18	\$18.22
3	\$11.05	\$13.81	\$16.57
2	\$10.08	\$12.60	\$15.12
1	\$9.88	\$11.44	\$13.73

Passed by Council: 12/05/2019



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	932516021	<b>Last Revised:</b>	10/08/2021
<b>Position Title:</b>	Lead Horticulture Technician	<b>Department:</b>	Natural Resources
<b>Reports to:</b>	Supervisor – Horticulture Operations	<b>Division:</b>	Agriculture & Natural Resources

**Primary Function:** This is a full-time and permanent position where 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.

### Job Duties and 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.
- 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.

**Education  
/Experience:**

- Associate's or Vocational Degree in Horticulture, Botany, Environmental Science, Plant and Soil Science, or related field required.
- One year of previous experience with plant propagation in greenhouse and nursery production required.
- Valid insurable NC driver's license required.
- Candidate must obtain pesticide applicators license within one year of starting position, Will complete certifications and licenses relevant to job at the direction of the Horticulture Operations Supervisor. Bachelor's Degree in Environmental Science, Botany is preferred. Experience in soil mixing, pesticide application, seed propagation, cutting propagation is preferred.

**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.

**Contact with  
Others:**

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.

**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 ad 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

<b>Confidential Data:</b>	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.
<b>Responsibility for Accuracy:</b>	Errors in calculations or data collection could cause misrepresentation 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.
<b>Complexity of Duties:</b>	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.
<b>Environment:</b>	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.
<b>Extent of Supervision:</b>	Lead Environmental Horticulture Technician will directly supervise interns volunteers, and students.
<b>Resourcefulness and Initiative:</b>	Lead Horticulture Technician is to utilize program equipment, supplies and data to the best ability possible.
<b>Responsibility for Safety / Equipment:</b>	Lead Horticulture Technician will be responsible for utilization correct Personnel Protective Equipment to wear in indoor and outdoor survey, construction, assessment and inspection environments.