

36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 2102
Fax: 1(530)335-6340

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: Restoration Plant Specialist
Department: Tribal Employment Rights Office (TERO)
Reports To: TERO Director
Classification: Hourly Full Time - Temporary
Pay: \$24 - \$26/hour

Job Summary:

The Restoration Plant Specialist Fellow provides essential hands-on labor to keep the Tribe's greenhouse fully functional. This role focuses on physical tasks such as moving materials, repairing and maintaining greenhouse infrastructure, organizing workspaces, preparing soil mixes, and supporting all operational needs that ensure healthy plant production for community resilience and restoration projects.

The position is a grant-funded position that is allocated for approximately 12 months under its current award. Continuation beyond this period will be dependent on the availability of additional grant funding.

Essential Duties and Responsibilities:

- Build, formalize, and manage collaborative partnerships with a diverse range of stakeholders
- Support the Tribe's ecological restoration and humus soil production projects through plant-related tasks.
- Provide educational workshops to youth and community.
- Attend required trainings and professional development sessions (including climate-resilience, ecological restoration, volunteer engagement, etc.).
- Mix and prepare soils, amendments, and potting materials for propagation.
- Load, unload, lift, and transport plants, trays, bins, bags of soil, tools, and equipment.
- Move and stage materials for planting, field projects, or volunteer events.
- Clean, repair, and maintain greenhouse workspace areas, benches, potting tables, and aisles.
- Sweep, hose down, pressure-wash, and sanitize greenhouse areas as needed.
- Install, repair, or adjust greenhouse components such as Misting lines, Irrigation hoses, electrical fans and vents, shelving or propagation racks, etc.
- Coordinate, load, and deliver native plant stock to field restoration sites.
- Support on-site setup for planting days (tents, tables, tools, water supplies).
- Assist staff with basic field tasks when needed, such as: Soil preparation, Mulching, Invasive species removal, Trash and debris clean-up, maintain materials, and equipment from field sites, etc.

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier.

Education and Experience:

- Ability to perform physically demanding work, including lifting, hauling, bending, and standing for extended periods of time
- Experience in using handtools
- Ability to work independently and collaboratively in a team setting.
- Must be reliable, punctual, and able to lift up to 40 lbs.
- Tribal preference applies pursuant to the Pit River Tribe's TERO Ordinance.

Working Conditions:

Work is in-person primarily within Modoc County.

Eligibility/Requirements:

- Must be at least 18 years old.
- Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident.
- Must pass all required background checks (FBI, State of California Department of Justice, and National Sex Offender Public Registry).
- Must commit to the full service term
- Must not have previously completed more than one full-time AmeriCorps term (or more than 1,700 total AmeriCorps service hours). Individuals who have already completed a full AmeriCorps term are not eligible to serve in this fellowship.
- Must meet all California Volunteers / AmeriCorps program requirements and comply with all prohibited service activities.

Working Environment:

The environment involves the usual risks and stress of an office environment. May require travel to attend trainings, planning meetings, or conferences.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d. Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Contact:

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HR@pitrivertribe.org

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