



MI'KMAQ NATION

JOB DESCRIPTION

TITLE: Christmas Tree Foreman

CLASSIFICATION: Part-Time (Seasonal Schedule Hours)

IMMEDIATE SUPERVISOR: Natural Resources Director

NOTE: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. This description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the tribe's needs; changes may not be recorded herein at this time.

SUMMARY OF POSITION: Performs daily tasks to ensure adequate health of Christmas trees and smooth operation of the farm including mowing, planting, pruning, harvesting, and other seasonal requirements. Manages and delegates daily activities for other farm staff. Provides supervision on seasonal activities pertaining to Sunrise Tree Farm, including Christmas tree harvests beginning in November. Ensures tree farm is cleaned and managed on the road frontage side of the property, ensuring professional and well-kept landscaping. Communicates regularly with Natural Resources Director on daily or weekly reports of the Sunrise Farm.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following (other duties may be assigned):

- Plants, cultivates, and harvests evergreen trees on Christmas-tree farm: removes brush, weeds, and other growth from planting area
- Plant's seedlings
- Applies fertilizer over planted areas as needed.
- Shears tops and limb tips from trees, to control growth, increase limb density, and improve shape
- Selects trees for cutting according to markings or size, species, and grade, and fells trees, using ax or chain saw
- Drags cut trees from cutting area, and loads trees onto trucks
- Utilizes wrapping machinery
- Maintain inventory and equipment for tree farm
- Successfully completes in-service training requirements for farm staff
- Occasionally attends local and out of state in-service workshops and training sessions pertinent to the program
- Reviews, signs, and adheres to the Privacy Act of 1974
- Reviews and abides by Tribal personnel policies
- Reports to work, meetings, trainings, and scheduled appointments on time
- Supervises seasonal crews during harvest, wrapping, loading and on other activities

QUALIFICATIONS: To perform this job Successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Has experience supervising operations on a Christmas tree farm
- Has minimum of three years' experience pruning Christmas trees
- Has experience planting trees, maintaining chainsaws, tractors and mechanical farm equipment
- Has experience grading Christmas trees, harvesting and preparing a large volume of trees for shipment (up to 8,000 trees).

EDUCATION and/or EXPERIENCE:

Experience with operations of a Christmas tree farm. Five or more years' experience pruning Christmas trees. One year of supervisory or management experience on Christmas tree farming.

PHYSICAL REQUIREMENTS: Ability to work in cold rain, snow and inclement weather conditions. Must be able to lift up to 100 pounds for an extended duration as this job requires loading heavy trees onto a semi-trailer truck. Must be willing to work extended hours during harvest season. Must ensure safety of self and those supervising.

COMPUTER SKILLS: Not required

LANGUAGE SKILLS:

Ability to respond to common inquiries from customers, regulatory agencies, or members of the Tribal community.

MATHEMATICAL SKILLS:

Ability to apply general math concepts and proportions to necessary farm calculations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be willing to attend training and/or become certified in relevant program areas. Valid Maine State driver's license required. Pesticide applicators license a plus.

Requirements stated herein are minimum levels of knowledge, skill, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently, "ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non- discriminatory criteria.

The Closing date for the Christmas Tree Farm Foreman position is July 21, 2021. If you are interested in applying for this position. *You must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume.* A complete Job Description and an Applications can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed. An offer of employment will not be made without a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road Presque Isle, Me. 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.

