



## MICMAC FARMS POSITION DESCRIPTION

**JOB TITLE:** Farm Worker

**CLASSIFICATION:** Seasonal, hours will vary from part-time to in excess of 40 hours per week.

**IMMEDIATE SUPERVISOR:** Farm Manager

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. The 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 of the job. Some aspects of this position may change over time, according to the farm's needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITION:** This position is a semi-skilled laborer on an agricultural farm, performing physically demanding tasks requiring a moderately high degree of manipulative (physical) skills. Work is reviewed intermittently while in progress and upon compliance with instructions.

**EDUCATION AND EXPERIENCE:** High School Diploma or GED. Experience in an agriculture-based business is preferred, including the operation of tractors and other farm equipment.

**LICENSES OR CERTIFICATIONS:** Valid Maine state driver's license and good driving record. Workforce Readiness Training certificate preferred.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Some knowledge of practical farm operations, such as plowing, planting, irrigation, fertilizing, cultivating, and harvesting crops is essential. The ability to understand and carry out routine oral and written instruction and to withstand prolonged exposure to variable weather conditions is expected. Skill in the use and care of equipment used in farming as well as the ability to demonstrate appropriate safety protocols at all times. Must be able to lift (safely) 50 lbs.

**WORKING CONDITIONS:** This position will require a degree of physical skill and labor in general farm conditions including a warehouse or similar storage facility, garage, and/or in the field. Individuals must be prepared to be in the elements for prolonged periods.

### **FUNCTIONS/TASKS:**

1. Dig and plant seeds, or transplant seedlings by hand in the greenhouse and field.
2. Harvest fruits and vegetables by hand.
3. Assist in inspecting, grading, sorting, storage, and post-harvest treatment of crops.
4. Keep farm store displays stocked.
5. Load & deliver products to stores and other customers.
6. Assist in the general repair and maintenance of farm equipment and buildings.
7. Inform co-managers and farm managers of crop progress and problems.
8. Perform related work as required.
9. Participate in appropriate training and meetings as required.
10. Any other duties as assigned by the Farm Manager.

11. Maintain strict adherence to confidentiality as defined in the Privacy Act.
12. Strict adherence to all ABM Personnel & Fiscal Policies.
13. Strictly adhere to all safety protocols in every aspect of daily farm/store work.

**DUTIES MAY ALSO INCLUDE:**

1. Plowing, harrowing, cultivating, fertilizing, and harvesting farm crops on assigned plots and acreage.
2. Mixing soil, sand, and fertilizers according to specifications; preparing insecticide solutions and operating spray equipment on assigned plots and acreage for insect control. With supervision from the farm manager or licensed handler.

**EVALUATION:** Feedback will be practiced on an ongoing basis and the notes will be attached to your personnel file. Evaluations are typically conducted annually. Daily work is reviewed intermittently while in progress and upon compliance with instructions. The farm requires the following of all employees:

1. Dress Code
  - a. Shirts at all times
  - b. Shoes, no flip flops, sandals, and no open toes
  - c. Shorts to the bottom of your fingertips with no holes
  - d. No inappropriate logos on shirts or sweatshirts
2. Work hours will be set on a schedule
3. Absent from work without a phone call to Farm Manager
4. Tardiness without a call to Farm Manager

Some offenses may lead to immediate employment termination, such as:

1. Driving farm equipment in an unsafe manner:
  - a. Pickups on the farm
  - b. Ranger
  - c. Four wheelers
  - d. Tractors
2. All farmworkers are expected to be substance free. Violation of this drug-free expectation will result in termination.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, 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 needs, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria.

We are committed to complying with all applicable provisions of the Americans with Disabilities Act. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA,

who has made us aware of his or her disability, provided that such accommodation does not constitute an undue hardship on our organization. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor. We encourage individuals with disabilities to come forward and request a reasonable accommodation.

#### Procedure for Requesting an Accommodation

Upon receipt of an accommodation request, a member of management and/or your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help overcome those limitations. We will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, overall financial resources and organization, and the accommodation's impact on the operation of our organization, including its impact on the ability of other employees to perform their duties and on our ability to conduct business. We will inform the employee of our decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require us to make the best possible accommodations, reallocate essential job functions, or provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

**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 stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).**

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: OCTOBER 7, 2022**

**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](mailto:csmart@micmac-nsn.gov)**

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