

SENECA CAYUGA NATION  

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VACANCY ANNOUNCEMENT

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The Seneca Cayuga Nation is accepting applications for the below position. In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position by submitting a complete application. To qualify for this position applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at [www.scribe.com](http://www.scribe.com). Resumes with completed applications may be submitted to Human Resources or online to [cbrown@scribe.com](mailto:cbrown@scribe.com) or [clewis@scribe.com](mailto:clewis@scribe.com). Posted 5/17/2023. Position Closes 05/31/2023

**Position Title:** Part-Time Seasonal Gardening Specialist

**Immediate Supervisor:** Deputy Director

**Position Supervised:** None

**General Statement of Responsibility:**

Under the general supervision of the Deputy Director, the Part-time Seasonal Gardening Specialist will be responsible for the general care and maintenance of gardened areas. Will use their plant knowledge and gardening skills to create and maintain garden areas, making sure the plants are healthy and receive the right type of care. Will work outdoors in various weather conditions and use hand tools and light equipment, such as mowers and trimmers. Will often work around chemicals, including fertilizers and pesticides, to help the plants grow well.

**Specific Areas of Responsibilities:**

- Planting of all types of plants, including flowers, shrubs, and trees.
- Maintaining plants by watering, fertilizing, and trimming them.
- Using and maintaining gardening tools and light gardening equipment and machinery.
- Identifying and treating diseases, pest infestations, and other issues with garden plants.
- Cleaning up garden areas.
- Providing recommendations for gardens.
- Handling edging, mulching and other garden tasks.
- Monitoring the health of all plants, watering and feeding plants, trimming trees and shrubs, fertilizing, and weeding gardens.
- Thinning and propagating of plants, fruits, and vegetables.
- Harvests the fruits and vegetables of the hoop house.

**Gardener Skills and Qualifications:**

- Strong knowledge of plant care and an understanding of various plants' needs
- Interpersonal skills to communicate plant care information to others.
- Attention to detail.
- Problem-solving skills and decision-making skills relating to gardening problems.
- Ability to use various gardening tools.
- Math skills to calculate fertilizer and pesticide application rates and chemical dilutions.

**Physical Requirements:**

While performing the duties of this job, the employee regularly is required to stand, bend, squat, stoop, kneel., grasp and reach. The employee frequently is required to walk. The employee must occasionally lift and/or move up to 50 pounds and push/pull heavy vendor carts. Specific vision abilities required by this job include close vision and distance vision. Ability to work in extreme weather conditions of hot, cold, and wet.

**Schedule:**

- Part-time/Flexible Hours

**Tribal/Indian preference will be observed in the filling of this position.**