

**BIG PINE PAIUTE TRIBE  
GARDEN MANAGER**

The **Big Pine Paiute Tribe of the Owens Valley, Environmental Department**, is accepting applications for a **Garden Manager**.

\$15.50–\$18/hr, depending on experience, 32 hrs/wk, with benefits.

**JOB DUTIES:** Maintain and expand the Tribal garden. Plan, organize, and lead garden and food-program-related tasks, including education and community outreach, consistent with Tribal priorities. Organize events/activities, including the summer Tribal farmers market. As appropriate, pursue grant funding.

**REQUIRED QUALIFICATIONS:** Demonstrated experience in residential, community or commercial gardening, including use of garden tools and equipment; Ability to walk, bend, lift up to 35 pounds, and work outdoors year-round; Experience developing outreach/education materials and working with diverse groups; Enthusiastic; Strong work ethic; Competency with computers; Valid driver's license.

Indian Preference will apply per **Tribal Employment Rights**

**Ordinance**, Title 25, U.S. Code Sec. 472 and 473. Open until filled.

First review of applications will be 5 p.m. **March 9, 2023**. Full Job Description and applications are available at the Big Pine Tribal Office, 825 S. Main St., Big Pine, or by contacting the Environmental Director at (760) 938-2003 ext. 233 or

[s.manning@bigpinepaiute.org](mailto:s.manning@bigpinepaiute.org).

**Big Pine Paiute Tribe of the Owens Valley**  
**Job Description**

Position: Tribal Garden Manager  
Pay Rate: \$15.50-\$18 per hour, depending on experience  
Status: 32 hours per week, term depends on funding availability  
Department: Environmental

**Position Summary:**

Plans, organizes, and leads a variety of garden and food-program-related tasks consistent with Tribal priorities. Expect 4-6 hours per day most days, including weekends, depending on season and tasks. Develop and conduct education and community outreach materials, and organize events and activities. In summer, organize and conduct farmers market (once per week for 8 weeks). Develop ideas for maintaining and expanding the Tribal garden program, and as needed, seek and successfully procure funding.

**Duties and Responsibilities:**

1. Propagate, nurture and harvest vegetables and fruits.
2. Ensure the sustainable food project components (seed stocks, hoopouses, tools, soil & compost, irrigation equipment; storage areas, farmers market, etc.) are properly maintained and cared for.
3. Assist with preparing gardening plots for Tribal members.
4. Keep sustainable food project areas clean of debris, control invasive weeds and maintain all garden areas for safe public access.
5. Promote awareness of benefits of native and traditionally-used plants, and successfully cultivate them.
6. Encourage and coordinate volunteer helpers.
7. Organize and conduct weekly summer farmers market activities.
8. Prepare outreach materials for social media and print.
9. Develop and lead at least 2 workshops per year to promote gardening, food preservation, or related skills.
10. Seek and if appropriate apply for funding for Tribal garden and food sovereignty.
11. Perform other job related tasks as assigned.

**Required Qualifications:**

1. Demonstrated experience in residential, community or commercial gardening.
2. Job entails much physical movement: walking, bending, twisting, and lifting. Must be able to lift and carry up to 35 pounds.
3. Ability to work outdoors in year-round conditions, for example, heat, sun, wind, cold, insects.
4. Experience using and operating garden tools and equipment.
5. Demonstrate initiative, commitment, dedicated work ethic, and positive attitude, plus a willingness to explore ways to improve and expand the Tribal garden program.
6. Be personable, cooperative, and willing to work with a variety of people.
7. Basic computer and written communication skills.
8. Willing to submit to random drug testing.
9. Must possess a valid driver's license.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Big Pine Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

# BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY

## APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT) QUESTIONNAIRE  
(PREFERENCE IS GIVEN TO QUALIFIED INDIAN CANDIDATES WITHIN THE CONFINES OF THE INDIAN PREFERENCE ACT)

### PERSONAL INFORMATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
SOCIAL SECURITY \_\_\_\_\_  
NUMBER \_\_\_\_\_  
LAST FIRST MIDDLE

### PRESENT ADDRESS

STREET CITY STATE ZIP

### PERMANENT ADDRESS

STREET CITY STATE ZIP

PHONE NO. \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? YES ☐

TRIBAL AFFILIATION \_\_\_\_\_ NO ☐

Are you related to anyone employed with the tribe? If so, state Name and Title: \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES NO DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? YES ☐ NO ☐

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START? \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_  
IF SO, MAY WE INQUIRE OF \_\_\_\_\_

ARE YOU EMPLOYED NOW? YES ☐ NO ☐ YOUR PRESENT EMPLOYER? YES ☐ NO ☐

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? YES ☐ NO ☐ WHEN? \_\_\_\_\_

### REFERRED BY

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO ☐

### GENERAL

SUBJECT OF SPECIAL STUDY, RESEARCH WORK OR SPECIAL TRAINING AND/OR SKILLS. SKILLS WITH HEAVY EQUIPMENT, MACHINERY, SPECIAL LICENSES OR CERTIFICATES

TYPING \_\_\_\_\_ SHORTHAND \_\_\_\_\_ TEN KEY \_\_\_\_\_

### VETERAN'S PREFERENCE

ARE YOU CLAIMING VETERAN'S PREFERENCE? YES ☐ NO ☐  
IF SO, ATTACH EVIDENCE OF HONORABLE DISCHARGE

### INDIAN PREFERENCE

ARE YOU CLAIMING INDIAN PREFERENCE? YES ☐ NO ☐  
IF SO, MUST SHOW PROOF OF ROLL NO., CERTIFICATION OR TRIBAL AFFILIATION \_\_\_\_\_  
ATTACH COPY TO APPLICATION

FORMER EMPLOYERS		LIST BELOW LAST SIX (6) EMPLOYERS, STARTS WITH THE LAST ONE FIRST			
DATE MONTH & YEAR	NAME, ADDRESS & PHONE NO. OF EMPLOYER	SALARY/ WAGE	POSITION	REASON FOR LEAVING	
FROM					
TO		PHONE			
FROM					
TO		PHONE			
FROM					
TO		PHONE			
FROM					
TO		PHONE			
FROM					
TO		PHONE			
FROM					
TO		PHONE			

REFERENCES				GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR	
				YEARS	
NAME	ADDRESS	PHONE NO.	BUSINESS	KNOWN	

IN CASE OF  
EMERGENCY, NOTIFY

NAME	ADDRESS	PHONE NO

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE WITHOUT THE CONSENT OF THE TRIBAL COUNCIL HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE	SIGNATURE

APPLICANTS--DO NOT WRITE BELOW THIS LINE

APPLICATION RECEIVED.

DATE	TIME	BY



# BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY

*Big Pine Indian Reservation*

## TRIBAL EMPLOYMENT RIGHTS APPLICATION

Date: \_\_\_\_\_

### **Personnel Information:**

Name: _____		Soc. Sec. No: _____	
Physical Address: _____			
Mailing Address: _____			
Telephone: Home: _____ Message: _____		Age: _____	Date of Birth: _____
Sex: F M	Marital Status: Single Married Separated Divorced		No. of Dependents: _____

### **Employment & Skills Level:**

Currently Employed: _____		Date Available for Work: _____	
Job Title: _____		Employment Status: F/T P/T Temp	
Occupation / Vocation or Type of Work: _____ _____ _____ _____			
Skills Level: Journeyman: _____ Apprentice: _____ Trainee: _____	How Long: _____ _____	Yrs Mos Yrs Mos Yrs Mos	Time to advance level: _____ _____
Other level or classification within your occupation: _____ _____ _____			
Union Member: Yes No		Name of Union: _____	
Do you have your own occupational tools: Yes No		Do you have your own transportation to & from employment? Yes No	
Other experience / training: (Please indicate if certified.) _____ _____ _____			

**Employment History:** *(List below four former employers, starting with the last employer first.)*

Date: Mo/Yr	Name / Address	Salary	Position	Reason for Leaving
From:		Begin:		
To:		End:		
From:		Begin:		
To:		End:		
From:		Begin:		
To:		End:		
From:		Begin:		
To:		End:		

**Reference:** *(Must list three References and telephone numbers.)*

Name	Address	Telephone Number

**Driver's License:**

All applicants must submit a current Department of Motor Vehicles (DMV) print-out sheet at your own cost at the time of submittal. *(This may be reimbursed, if you are hired.)*

License Number:	State:	Expiration Date:

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period, and I may, regardless of the date of payment of my wages/salary, be terminated at any time without any previous notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_