



YAMHILL SOIL & WATER
CONSERVATION DISTRICT

Position Announcement

Miller Woods Nursery Caretaker

Yamhill Soil and Water Conservation District

- Status:** Part-Time, At-Will Position
- Employer:** Yamhill Soil and Water Conservation District
- Location:** McMinnville, OR
- Open:** January 12, 2024
- Closes:** Position open until filled; review of applications will begin immediately
- District Hourly Pay Scale Range:** PS 6-8 (\$22.81 - \$28.08 per hour)
- Benefits:** 16 hours of wellness leave at the time of hire, and accrue wellness leave monthly calculated at 1 hour of leave per 30 work hours. See Employee Handbook for complete benefit details.

Introduction

The Yamhill Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to conserve, restore, and protect Yamhill County's natural resources by providing technical, financial, and educational assistance to citizens, landowners, and businesses. The District works with agricultural landowners and producers, forest landowners and operators, individual residents, and federal, state, local and private conservation partners to deliver services, provide assistance, and promote voluntary adoption of land management practices. The District currently owns and manages over 2500 acres of properties that are protected for conservation, wildlife habitat, sustainable forestry, and education. Miller Woods is one of these properties and is where this position will be based. Native plants are grown in the Miller Woods nursery to help fund and support the management of the property. An average of 60,000 plants are grown each year for wetland restoration projects through an agreement with United States Fish and Wildlife Service (USFWS) and for the District's Native Plant Sale.

General Overview (See Position Description for complete information)

This position will be located at Miller Woods (15580 NW Orchard View Rd. McMinnville, Oregon) which is owned and operated by Yamhill Soil and Water Conservation District (District). This is a Part-Time, At-Will, Position with the District, owner and manager of Miller Woods. The anticipated work schedule is flexible with regular hours averaging 20 hours per week, with some weeks ranging between 10 and 40 hours. The Nursery caretaker provides labor and oversight to help plant and care for native trees, shrubs, and herbaceous plants.

Application Requirements

Qualified applicants are required to submit:

1. A cover letter describing interest, skills, and experience relating to the position.
2. A resume that depicts your qualifications relating to the position.
3. Contact information of three professional references (not related to you). These may be listed on your resume or separately.

Note: Incomplete packets will not be considered.

Options to Submit Application Materials

1. By Email

Applicants may email application materials to: admin@yamhillswcd.org

Please use **Miller Woods Nursery Caretaker** in the subject line.

Please send all required information in one PDF.

2. By Mail

Applicants may mail application materials to:

Yamhill Soil and Water Conservation District

Attn: Miller Woods Nursery Caretaker

2200 SW 2nd St.

McMinnville, OR 97128

3. In Person:

Applicants may submit application materials in person Monday - Friday, 8 AM to 4:30 PM to:

Yamhill Soil and Water Conservation District

2200 SW 2nd St.

McMinnville, OR 97128

Inquiries: Please contact Josh Togstad, Protected Lands Manager 503-798-5036, or by email at: josh@yamhillswcd.org

EEO/ADA

Yamhill Soil and Water Conservation District (SWCD) prohibits discrimination against its employees, applicants for employment, directors, partners, customers, clients, contractors, and visitors on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, family/parental status, expunged juvenile record, performance of duty in a uniformed service, physical or mental disability, citizenship, genetic information, income derived from a public assistance program, political beliefs, prior civil rights activity, or any other characteristic protected by federal, state, or local law, regulation, or ordinance. Yamhill SWCD is prepared to make appropriate arrangements and/or accommodations for persons with disabilities.



YAMHILL SOIL & WATER
CONSERVATION DISTRICT

Position Description Miller Woods Nursery Caretaker

Position Details:

Title: Miller Woods Nursery Caretaker

Status: Permanent, Part-Time, At-will

Supervisory: No

District Hourly Pay Scale Range: PS 6-8 (\$22.81 - \$28.08 per hour)

Location and Schedule:

This position will be located at Miller Woods (15580 NW Orchard View Rd. McMinnville, Oregon) which is owned and operated by Yamhill Soil and Water Conservation District (District). This is a Part-Time, At-Will, Position with the District. The anticipated work schedule is flexible, with regular hours averaging 20 hours per week and some weeks ranging between 10 and 40 hours. Preferred work days include Mondays and Wednesdays to align with scheduled volunteer work days, but schedule may be negotiable. When necessary, the schedule may require modification to complete scheduled projects or accommodate group volunteer, partners, and/or contracted work.

Summary:

The position is responsible for nursery caretaker responsibilities. The position acts on behalf of the District board and is based at Miller Woods. The employee must provide their own transportation to and from Miller Woods. Work is mostly outdoors in the native plant nursery. Nursery work is to be completed in all weather conditions. Native trees, shrubs, and herbaceous plants are grown in the nursery for wetland restoration projects through a unique agreement with United States Fish & Wildlife Service (USFWS). Plants are also grown for the District's native plant sales and Protected Lands. These plants provide an important source of funding for Miller Woods.

Supervision Received:

The Protected Lands Manager serves as the direct supervisor to the Miller Woods Nursery Caretaker (employee). The employee reports to the full Board of Directors monthly through staff reports, and in-person (or virtually) for committee and board meetings. The board meets with the employee at least annually to review performance and discuss progress in meeting goals. The meetings involve the Protected Lands Manager and employee, but may also include the District Manager and others as designated by the board.

Work Conditions & Physical Demands:

To perform the duties of this position, the employee must serve as incidental motor vehicle operator during daylight and after dark. Applicants must have a valid driver's license.

This position primarily involves outdoor work with some occasional office work. Working in the nursery will be the primary duty of the position. Employee must be able to lift 50 pounds, pick up nursery plants off the ground, and collect cuttings from native plant sources. Secondary work will involve walking over rough or uneven

terrain, carrying objects such as trail maintenance tools and supplies, working on trails, and assisting with other Miller Woods projects. Office work involves use of computers, participation in weekly staff meetings and/or calls, email correspondence, reporting, and other similar functions.

Occasional weekend work may be required to accommodate volunteer groups and District events.

Equal Opportunity Employer and Provider

The District prohibits discrimination against its employees, applicants for employment, directors, partners, customers, clients, contractors, and visitors on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, family/parental status, expunged juvenile record, performance of duty in a uniformed service, physical or mental disability, citizenship, genetic information, income derived from a public assistance program, political beliefs, prior civil rights activity, or any other characteristic protected by federal, state, or local law, regulation, or ordinance. The District is prepared to make appropriate arrangements and/or accommodations for persons with disabilities.

Position Responsibilities:

1. Represent the District

- Work to further the vision and mission of Miller Woods and Yamhill Soil & Water Conservation District.
- Track progress, prepare monthly reports, and participate in meetings with district staff.
- Develop and maintain working relationships with volunteers, staff, Native Plant Society of Oregon, and other District partners.
- Follow all district policies.

2. Provide Guidance for Miller Woods Nursery Volunteers

- Communicate regularly with Volunteer Coordinator to guide, assist, support, help prioritize projects, report on weekly progress, etc. within the nursery.
- Provide nursery training, safety guidance, and other related assistance.
- Report any safety concerns, equipment needs, or necessary training to Supervisor.
- Maintain an updated volunteer nursery to-do list.

3. Miller Woods Nursery

- Maintain nursery and associated spaces in a clean, organized and professional manner.
- Manage workflow of cone-tainers and racks (storage, inventory, sorting returned cones, racking and sanitizing)
- Oversee and maintain automatic watering system in the nursery to ensure plants receive adequate water during varying weather conditions.
- Maintain an ongoing inventory of all plants in the nursery and continuously cull plants due to mortality.
- Regularly inspect nursery grounds and plants to monitor moisture levels, fertilizer needs, weeds, disease, insect damage, etc.
- Make necessary spray applications to sanitize nursery containers, control plant disease and treat or limit insect damage.
- Coordinate and lead volunteers and/or contracted workers for sorting, stacking, pressure washing, sanitizing nursery cones, and planting.
- Lead collection of native plant cuttings for USFWS grow-out planting.
- Pick up nursery stock from local nurseries and coordinate plant deliveries with Supervisor.
- Assist Volunteer Coordinator with recruiting and training volunteers for USFWS grow-out planting and Native Plant Sale stock.

- Lead the preparation, staging, and transfer of plant inventory and return of empty cone-tainers in the fall.
- Collect native seeds and plant stock for the District's native plant sale, and coordinate plant material donations from community partners.
- Order potting soil and other applicable nursery supplies as needed.
- Operate tractor w/loader to fill soil table.
- In consultation with direct supervisor, explore opportunities for expanding nursery and contract grow opportunities, with the goal of generating income and increasing available plant inventory for projects.

4. Native Plant Sales

- Inventory and print plant labels for Native Plant Sales.
- Ensure all sale plants are labeled or tagged for sale.
- Organize and prepare plants for the sale and prepare supplies for mobilization.
- Coordinate yearly Fall native plant sale and Earth Day sale at Miller Woods and assist with coordination of spring plant sale including planning, ordering plants, set-up, days of sale and clean-up.

5. Other

- Work on other areas of the Miller Woods property as time allows to conduct various maintenance activities including mowing, weed control, and general grounds maintenance in collaboration with Protected Lands staff.
- Maintain nursery propagation cutting blocks and seed collection areas in collaboration with Protected Lands staff and volunteers.
- Aid in creation and maintenance of native plant demonstration areas at Miller Woods.
- Other tasks and duties as required.

Preferred Qualifications

- Knowledge and identification of native plants.
- Experience propagating, growing, and caring for native plants in a nursery setting.
- Experience coordinating and working with volunteers and as part of a team.
- Ability to communicate and work effectively with Spanish speaking crews.
- Experience operating a tractor, using utility vehicles, and pulling/backing a trailer.
- Working knowledge and experience of basic computer applications (word processing, email, spreadsheets, document management, web browsers, etc.).
- Ability to work independently as well as cooperatively with a team while maintaining a positive attitude.
- Possess and maintain a valid driver's license.
- Must pass a Federal background check within the first month of employment.