

POSITION DESCRIPTION

Title: **Tree Planter/Fabric Crew**

Introduction: This position is that of a tree planter/fabric crew for the Turtle Mountain Soil Conservation District.

Duties & Responsibilities:

1. Keep the district tree shed, grounds and equipment clean, neat and organized.
2. Learn to identify the various tree and shrub species for proper loading and planting.
3. Follows the proper storage and handling procedures for tree and shrub stock.
4. Does a good job of planting trees and shrubs by maintaining proper row width, planting depth and in the row placement.
5. Counts the number of trees planted and measures the planted footage at each planting site.
6. Records the weather conditions in the field, the condition of tree or shrub at planting.
7. Maintains the district tree planting equipment and uses it for authorized purpose.
8. Takes steps to prevent damage or theft of all district equipment by locking up the equipment and facilities after use.
9. Contacts the district staff with any major machinery breakdowns and repair needs.
10. Develop proper knowledge of all fuels, oil types, fluids and tools used for district equipment.
11. Develops a working knowledge and safe operation of each piece of district tree planting and fabric weed barrier equipment.
12. Turns in all shop and district equipment expenditures to the district office.
13. Completes seasonal equipment maintenance and repair as scheduled.
14. Keep accurate records of maintenance and repair on all district equipment.
15. Maintain an inventory of equipment parts and shop supplies and tools.
16. Monitor tree cooler.
17. Sort, count and stack trees in cooler.
18. Water and cover trees for transportation.
19. Work cooperatively with district staff and producers.
20. Unload trees from planter.
21. Drive tractor (If applicable).
22. Ride on tree planter while planting trees.
23. Help with tree sales, hand plant sales and unloading of trees and fabric as they arrive.
24. Load and unload fabric and install on the fabric machine.
25. Ride the fabric machine, mark fabric where the tree goes.
26. Walk behind machine cutting slits where marked, adjust size to fit tree, pull tree through the hole gently to avoid breakage.
27. Place soil on fabric where machine fails to cover.
28. Apply staples in-between trees and next to each tree as specified by the plan.
29. Collect and dispose of debris from fabric application process.
30. Performs other related duties as required by the district board or office staff.

Supervision: This position is the direct responsibility of the District Manager and Board of Supervisors. However, other district employees or the NRCS district conservationist in the office maybe designated to be directly responsible for the day-to-day duties of this position.

Performance Review: Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

Wages: Based on experience, open for negotiations and review.

_____ Employee	_____ Date
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_____ District Manager	_____ Date
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