

**BUTTE CONSERVATION DISTRICT
JOB DESCRIPTION & EMPLOYMENT POLICIES
TREE PLANTER / FABRIC INSTALLATION**

Supervision: The tree planter is an employee of and is responsible to the Board of Supervisors of the Butte Conservation District and is under direct supervision of the District Manager and Board.

Duties: Helps load trees for planting daily, making sure each species is properly marked for easy identification - Make sure they have the supplies they will need for the day - Helps to unload trees after daily planting making sure that the extra trees are returned properly marked with the producer name, species of tree/shrub, number of that species left-over from planting, as well as properly stored in the box they were transported in, back in the cooler.

Plants trees according to tree plan making sure that the proper species is planted in the correct row with the proper in-row and between-row spacing. The tree crew is responsible for heeling-in or walking-in the trees that are planted at the time of planting. Training will be given in this prior to planting.

Fabric installation will require loading fabric & staples for each days sites and unloading the fabric cores, leftover fabric and staples at the end of each day.

Both positions require heavy lifting and walking and bending over, to walk in trees as well as stapling fabric.

Keeps the District Manager informed of any problems or difficulties encountered. Immediately report any problems or concerns with methods, equipment, stock, site preparations, producers, or disagreements between crew members to the Conservation District Manager.

Drive from one site to the next in a careful, safe manner. Tree crew members will work in a manner that will promote safety.
(See Safety Manual)

Time sheets must be completed daily with accuracy.

The tree planting crew will receive training and assistance from the Conservation District Manager.

Wages: To be determined by the Board of Supervisors. Social Security and Medicare will be withheld and reported. Federal Income Tax will be withheld according to employees W-4.

Schedule: Employment begins upon arrival of trees, usually in April. Spring period of employment ends when all plantings are completed. Hours to be determined by the Board of Supervisors and will be flexible due to the weather. Long hours are expected when weather permits. Tree planting is short but intense.

Benefits: None offered. Covered by worker's compensation insurance and laws.

Terms: Valid driver's license (verified by checking with the Department of Motor Vehicles). Employment can be terminated at any time by the decision of the Board of Supervisors for cause.

Foreman Duties: Foreman will contact producer and verify location and condition of the site prior to planting – including ground preparation and flagging, this should be done preferably one week in advance of planting and contact 24 hours prior to planting. Foreman should also contact the producer if there are any changes in the plan due to weather, crew, equipment, etc. Foreman is also responsible for equipment maintenance prior to planting and coordinating with District Manager in regards to that maintenance, if problems arise, as well as, any other purchases, keeping of time sheets, crew members and any other items pertaining to the tree planting season.

I have reviewed the above information and agree to abide by these policies as a condition of employment with the Butte Conservation District. I have been provided with a copy of this information.

Employee Signature: _____ Date: _____

District Manager Signature: _____ Date: _____

Board Chairman Signature: _____ Date: _____