**The Grant County Soil Conservation District is now accepting applications for our 2024 Tree Crew positions. Applications are accepted any time however positions may be filled after April 15, 2024.**

**The Tree Planting Crew position involves helping plant trees in the field and install weed barrier fabric. Season begins in May and ends sometime in June.**

**See pages attached for the application and more information on the job description, duties, wages and hours.**

**Feel free to call Shelly Moore at the office for more information. 701-622-3381 Ext 3**

**Return the application to:**

**Grant County SCD**

**PO Box 257**

**Carson, ND 58529**

Applications are due April 15, 2024. Applications will still be accepted after this date, however the positions may be filled.

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**Position applying for (check all that apply):**  Tree Planting Crew (must be 16 yrs. of age or older)

Name:

Date of Birth:

Social Security #:

Telephone:

Email address:

Mailing Address:

City

State:

Zip Code:

How did you learn of this job opening?

Do you have a valid ND driver’s license?

Do you claim preference as a Veteran?

List any education, training, prior work experience, or work ethic that may be helpful to the position you are applying for. Use additional sheets if necessary.

Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain.

List two people we may contact for a reference.

Name:

Telephone

Relationship to you

Name:

Telephone

Relationship to you

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment.

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Applicant Signature Date

Equal Opportunity Employer

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The hours and days of this position may vary. Due to weather events and scheduling conflicts, employees might not be scheduled to work every day.

**Please indicate in the space below the days of the week that you wish to work. Please list any other information that you think might be important, including any days you know you will need off and if you are willing to work on Saturdays if the need arises.**

**DO NOT LEAVE THIS BLANK**

What is your available start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle the days of the week you are available to work: **Mon Tues Wed Thurs Fri Sat**

How late in the day can you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other info here that might help explain when you are available to work:

Calendar days you know you will be needing off:

Title: **Tree Planting Crew (must be at least 16 years of age to apply)**

Keep this page  
 for your reference.

This position is that of a tree planter/ weed barrier fabric installer for the Grant County Soil Conservation District.

**Duties & Responsibilities:**

1. Does a good job of planting trees and shrubs by maintaining proper row width, planting depth and in the row placement. Prior knowledge is not needed. This will be taught on site.
2. Keep the district tree shed, grounds, and equipment clean, neat and organized.
3. Follows the proper storage and handling procedures for tree and shrub stock.
4. Counts the number of trees planted and measures the planted footage at each planting site.
5. Helps record the weather conditions in the field, the condition of tree or shrub at planting.
6. Contacts the district office with any major machinery breakdowns and repair needs.
7. Develop proper knowledge and safe operation of use for all district tools and equipment.
8. Sort, count and stack trees in cooler.
9. Water and cover trees in cooler and in trailer for transportation.
10. Work cooperatively with district staff and producers.
11. Unload trees from planter.
12. Walk behind tree planter or fabric machine fixing any tree issues.
13. Help with tree sales, hand plant sales and unloading of trees and fabric as they arrive.
14. Load and unload fabric and install on the fabric machine.
15. Mark or cut fabric where the tree goes.
16. Place soil on fabric where machine fails to cover.
17. Apply staples in-between trees and next to each tree as specified by the plan.
18. Collect and dispose of debris from fabric application process.
19. Arrives for work on time, well rested, and ready to go, dressed in proper work attire including gloves and footwear for all weather conditions with proper amounts of water, food, and sunscreen.
20. Performs other related duties as required by the district board or office staff.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, the District Manager will be directly responsible for the day-to-day duties of this position.

**Wages:** Starting wage for this position is $16.00/hr., with $0.50 increase each returning season. Wages paid every two weeks.

**Duration:** Varies dependent on weather. Typically, from the first of May to the end of June. Weekly schedule, set by the District Technician, may vary due to weather conditions.

**Hours:** Typical daily work schedule is from 8:00 am to 5:00 pm; however, it is hard to know exactly when we will return from the field. If employee will not be available to work later than 5:00 pm, notification must be given at least the day before. Employee will give as much advance notice as possible if needing time off. It is the employee’s responsibility to keep track of hours worked and turn them in when requested. A time sheet will be provided.