



# **APPLICATION FOR EMPLOYMENT**

## **LaMoure County Soil Conservation District**



**The LaMoure County Soil Conservation District is now accepting applications for our 2021 Tree Crew positions. Applications are accepted any time however positions may be filled after March 20, 2021.**

**There are two positions available: the Tree Planting Crew position which involves helping plant trees in the field and install weed barrier fabric, and the Tree Shed Coordinator position which involves calling customers to let them know the trees they ordered have arrived and coordinating a time for them to pick up their trees.**

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

**Feel free to call Susan Muske at the office for more information. 701-883 5344 Ext 3 or 701 320-8724**

**Return the application to:**

**LaMoure SCD  
PO Box 278  
LaMoure, ND 58458**



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## LaMoure County Soil Conservation District



Applications are due March 20, 2021. 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 Shed Coordinator (must be 14 yrs. of age or older)  
☐ Tree Planting Crew (must be 14 yrs. of age or older)

Name:	Telephone	Email address:	
Mailing Address:	City	State:	Zip Code:

How did you learn of this job opening?	
Do you claim preference as a Veteran?	Do you have a valid ND driver's license?

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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Equal Opportunity Employer



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The hours and days of this position may vary. This position is such that the employee can set the days of the week and hours of the day that work best for the employee.

Please indicate in the space below the days of the week that you wish to work including the hours of the day. 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.

For example, you could say you are willing to work Monday through Fridays and potentially Saturdays, or you could say you would be willing to work Mondays, Tuesdays, and Thursdays but need Wednesdays and Fridays off. Or another example would be that you are willing to work after school Mondays and Tuesdays until May 22, and then full days Monday through Friday after that.



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## LaMoure County Soil Conservation District



Title: **Tree Planting Crew** (must be at least 14 years of age to apply)

This position is that of a tree planter/ weed barrier fabric installer for the LaMoure 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 \$12.00/hr. if not allowable to operate machinery (under 18 yrs of age) or \$16.00/hr if applicable to operate machinery (over 18 yrs of age) with \$0.25 increase each returning season. Wages paid every two weeks. Overtime paid at 1.5 times regular rate for all hours over 40/week.

**Duration:** Varies dependent on weather. Typically, from the first of May to the end of June. Weekly schedule, set by the District Manager, 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



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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.

Title: **Tree Shed Coordinator** (must be at least 14 yrs of age to apply)

Keep this page  
for your reference

This position is that of a Tree Shed Coordinator for the LaMoure County Soil Conservation District.

### Duties & Responsibilities:

21. Calls customers to inform them their ordered trees have arrived.
22. Coordinates times and dates customers will pick up trees.
23. Collects, labels, and bags trees for customers to pick up.
24. Collects trees for upcoming tree plantings.
25. Maintains current and accurate inventory of tree species in the tree coolers.
26. Keep the district tree shed, grounds, and equipment clean, neat and organized.
27. Follows the proper storage and handling procedures for tree and shrub stock.
28. Contacts the district office with any repair or supplies needed.
29. Water and cover trees in cooler.
30. Work cooperatively with district staff and producers.
31. Help with tree sales, hand plant sales and unloading of trees and fabric as they arrive.
32. 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.
33. Performs other related duties as required by the district board or office staff.

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