

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4530

FARM MANAGER

Abolished Effective February 10, 2006

DEFINITION

Manage a major farm, orchard, or animal operation of an agricultural research or teaching center or unit for the purpose of facilitating the ideas and plans of the faculty, department chairperson, or research superintendent.

DISTINGUISHING CHARACTERISTICS

This position is distinguished by the responsibility for supervising four to twelve full-time subordinates in farming and agricultural operations.

TYPICAL WORK

Coordinate and supervise a general farm, animal, or orchard operations including: planting, cultivating, irrigating, spraying, animal care, and harvesting and disposal of crops and livestock in accordance with the research and teaching requirements of the faculty, department chairperson, or research superintendent;

Assign, schedule, and supervise farm workers, milkers, equipment operators, herdsmanagers, and seasonal farm laborers to ensure efficient accomplishment or research and teaching objectives;

Hire, train and participate in employee discipline;

Assist faculty with suggestions and mechanisms for accomplishing research objectives to be conducted on or by the agricultural center or unit;

Maintain work, time, and cost records;

Assist in the collection of research data, observations, etc., and provide summaries or reports;

Assign farm equipment; inspect equipment and machinery, coordinate preventive maintenance and make emergency mechanical repairs;

Coordinate the movement of animals, feed, animal products, etc.;

Coordinate utilization of land to accomplish research and teaching objectives as well as proper up-to-date agricultural management practices;

Inspect and make recommendations for alterations in farm and animal buildings and supervise minor construction and repairs of farm buildings, irrigation ditches, etc.; assume responsibility for the general maintenance and repair of farm equipment and machinery;

Direct the unloading and loading of cars and trucks carrying livestock and produce and the storing of various agricultural products;

Prepare reports, maintain budget records, order equipment and supplies; evaluate procedures and practices for improved efficiency and accomplishment or research and teaching objectives;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Four years of farm or livestock experience including one year at the Farm Supervisor level, or equivalent. College training in agriculture may substitute for required work experience on a year-for-year basis with the exception of the one year Farm Supervisor, or equivalent level requirement. Specified course work or experience within a discipline may be required.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-3-73

Revise Title: 6-22-76

New Class (4531): 6-22-76

Revise Title (I): 6-16-78

Abolish Class (II): 6-16-78

Revise MQ: 7-2-90