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<b>Position:</b>	Agriculture Farm Supervisor	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Reagan Educational Center	<b>Salary Grade:</b>	21
<b>Reports to/Evaluated by:</b>	Site Principal or designee & Supervisor, Grounds and Landscape	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Under direction of the District designee this position performs daily work related to the maintenance and operation of the Clovis Unified School District Agriculture Facility. Employees in this classification receive limited supervision within a framework of standard practices, policies, and procedures. This position requires the ability to perform skilled and semi-skilled general maintenance operations. The incumbent exercises independent judgment in the selection of methods and procedures.

**DISTINGUISHING CAREER FEATURES**

This position requires generalized experience in the agriculture industry. Responsibilities include day-to-day management of the ag facility. Requires the ability to carry out full-scope duties and responsibilities related to maintenance of the ag facility as well as the training and assignment of work teams in a manner that optimizes the use of resources. Ability to provide instruction and supervision to students regarding proper maintenance/operation of the ag facility and general equipment. Must be able to implement safety programs, administer available budgets, and meet time and quality deadlines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in the overall maintenance and operation of the ag facility.
- Participates in weekly agriculture department meetings to plan and develop duty lists and present reports on duties performed as required.
- Monitors, maintains and repairs irrigation systems and schedules irrigation and environmental controls for the facility including pasture, ornamental trees, and production orchard.
- Operates heavy equipment and performs light general maintenance on equipment including but not limited to tractors, power mowers, skip loaders, pressure washer, and other mechanical devices.
- Coordinates with District and department personnel to ensure implementation of regular maintenance for all department vehicles/trailers and equipment.
- Reads and interprets recommended instructions from outside service providers.
- Maintains required records and prepare reports regarding work completed and materials used and records time accounting for various enterprises.
- Performs semi-skilled and skilled labor in the production of row, vine, tree and horticultural crops.
- Plants and cultivates trees and prepares ground for planting and harvest.
- Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied and maintains appropriate records.
- Responsible for cultivating, discing, spring-toothing, tilling, plowing, planting, transplanting, mowing, direct seeding and broadcast application as needed.
- Performs harvest of crops utilizing manual and mechanical methods.
- Assists agriculture instructors in the pickup and delivery of livestock, feed and supplies.
- Assists agriculture instructors in supervision and/or transportation of students.
- Assists agriculture staff in the maintenance of livestock barns, horticulture facilities, pasture grounds and storage areas.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge and Skills:**

The position requires considerable knowledge of all aspects of farm and ranch management, maintenance and operation as well as gardening tools, farm equipment (including tractor driving and and trailer towing), power tools and equipment, weed and pest control, and irrigation systems. Requires in-depth knowledge of the rules, regulations and codes governing use of pesticides, fungicides and herbicides including safety regulations and considerations. Requires knowledge and skill in using hand and garden tools and operating light and medium duty equipment. Requires a thorough knowledge of sound safety practices for tools, equipment, materials and chemical usage. Must have a working knowledge of basic computer skills, effective verbal, writing and presentation skills, budget preparation and administrative requirements. Requires sufficient math skills to prepare cost estimates and evaluate budget line items. Possesses knowledge of the principles of supervision, training, and performance evaluation. Requires a basic knowledge of pertinent codes and regulations affecting access to and safety of grounds and facilities. Knowledge of safety information for plants and animals including required placards and postings. Requires a working knowledge of safety and environmental health programs. Must be a self-starter with the ability to work independently and effectively with team members, staff, students and outside service providers.

### **Abilities:**

Requires the ability to train and supervise staff, students, and outside laborers engaged in skilled and unskilled tasks. Requires the ability to organize and sequence projects and routine preventative maintenance tasks and to effectively use available resources. Requires the ability to issue and follow written and oral instructions and maintain records and reports, many of which are designated for external agencies. Must be able to develop and project department budget needs, oversee expenditures, labor, equipment, and supply inventories. Requires the ability to plan, organize, and prioritize work in order to meet maintenance and upkeep schedules. Requires the ability to understand, interpret and explain district and department policies and agricultural measurements and procedures. Requires the ability to interface with PCAs, veterinarians and industry professionals and carry out recommendations of these individuals. Requires flexible work hours during peak seasons and the ability to work as a contributing and productive team member with staff and external service providers, ag advisory members, and convey a positive image of the District.

### **Physical Abilities:**

Requires the ability to function indoors in an office or classroom environment as well as outdoors engaged in work of a physically active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to operate common tools used in farm/ranch maintenance and use a computer keyboard and other office equipment. Requires the ability to lift from floor, waist, or overhead heavy objects on a daily basis. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials ranging from 75 to 125 pounds. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

### **Education and Experience:**

Requires a High School diploma or equivalent, plus additional college level coursework or training in agriculture, horticulture, landscape or related field experience. Minimum of 3 years experience or equivalent in farm/ranch management, production agriculture, supervision, or other ag-related experience. Additional higher education may substitute for some experience.

**Licenses and Certificates:**

Requires a valid driver's license; CPR-First Aid certificate; Requires the appropriate license/certificate for application of chemicals and pesticides and forklift operation. May require the ability to procure and maintain a Class A driver's license.

**Working Conditions:**

Work is performed indoors and outdoors in extreme temperatures where health and safety considerations exist due to physical labor, use of specialized equipment, and hazardous materials and disease from animals in the ag industry.