

## College of the Redwoods

## Position Description

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|------------------------|-------------------|
| Position: Farm Manager | Position Number:  |
| Department:            | FLSA: Non-exempt  |
| Reports to:            | Salary Grade: 121 |

### **Summary**

Plans, schedules, and supervises day-to-day operations of a working farm in support of agriculture curriculum and degree programs as well as the Farm Development Plan developed by the College.

### **Distinguishing Career Features**

The Farm Manager combines the running of an actual 'producing' farm and support to the instruction of students engaged in agricultural studies. The Farm Manager resides on the premise for the convenience of the College and provides security of property, assets, and crops on an around-the-clock basis. The Farm Manager applies knowledge of agricultural and agribusiness operations to sustain a diversified farm that educates students while offering a service to the college community. The Farm Manager will demonstrate a high level of interest in the educational aspects of agriculture.

### **Essential Duties and Responsibilities**

- Plans, organizes, and supervises day-to-day operations of the Bianchi Farm to include all routine farm operations for the full farm cycle, maintenance of farm and instructional equipment, authorized purchases, and recordkeeping.
- Establishes work routines, standards, and safety to guide subordinate staff, contractors, and students.
- Oversees compliance with, and may participate in negotiating contracts for various farm operations such as vine pruning, animal processing, crop harvesting, and sales.
- Works collaboratively with agriculture program faculty for developing and modifying the farm development plan and for setting annual work schedules to support instruction and the efficient operations of the farm.
- Prepares variations in agricultural demonstrations to support curriculum where crop spacing, light, and soil additives influence growth. Documents progress of planting and maintenance.
- Provides assistance to students in the care of fields and instructs them on proper use of equipment and materials. Sets up demonstrations used in classes and laboratories and provides technical assistance to students.
- Assists with promotion of the College's agriculture programs, curriculum, and farm management by overseeing and/or participating in tours and open houses, setting up fair booths, and distributing promotional materials.

- Maintains and repairs farm and instructional equipment, farm buildings, irrigation systems, and other physical structures. Ensures compliance with safety and access requirements.
- Assists with developing budgets by researching, estimating, and proposing equipment and supply levels, staffing, contracts, and services. Administers approved budgets, initiates purchases, and provides reporting of status at regular intervals.
- Maintains complete documentation of farm operations, certifications, and related files. Inventories and stores equipment, materials, and supplies for easy access, such as but not limited to, seeds, fertilizers, labels, and notes.
- Participates in divisional meetings and conveys outcomes and instructions to staff.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires working knowledge of agricultural practices for animal and plant science and care, soil science and management, and crop production. Requires additional specialization in the sustainable principles and practices of organic agriculture. Requires working knowledge of the operating characteristics of farm machinery and infrastructure. Requires sufficient mathematics skill to make calculations such as metric weights and volumes, and portions. Requires sufficient knowledge of computers to use common desktop and specialized applications used in supporting education. Requires sufficient knowledge of the English language to prepare routine correspondence, descriptions, and instructions. Requires knowledge of tutoring techniques including students' styles of learning. Requires sufficient human relation skills to guide students and student workers, and to convey technical concepts.

### **▪ Abilities**

Requires the ability to carry out the responsibilities of the position including set up and organization of farm operations from plantings, pruning and field simulations, soil tests, student projects, to harvest and sales. Requires the ability to identify pests and plant diseases. Requires the ability to operate, calibrate, and perform routine repairs to farm equipment and tools. Requires the ability to read and understand technical manuals. Requires the ability to instruct students in the use of equipment. Requires the ability to perform routine record keeping and report writing duties. Requires the ability to supervise, organize, and prioritize the work of staff and work-study students to meet deadlines and manage time effectively. Requires the ability to complete required occupational safety and health training within a reasonable time. Requires the ability to work varying schedules including evenings.

### **▪ Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in a farm and field environment engaged in work of an active nature. Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium-to-heavy weight materials up to 50 pounds, and move to and among work stations used for instruction. Requires sufficient arm, hand, finger strength and dexterity to plant, prune, and care for fruit-bearing and ornamental plants and trees. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings. Requires visual acuity to observe moving objects, read printed materials and labels, and to observe

students performing assignments.

- **Education and Experience**

The position typically requires an Associate's degree in Botany, Agriculture or closely related discipline and three years of work and leadership experience in a production or agribusiness environment. Additional experience in farm or orchard supervision may substitute for some post-secondary experience.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, handling of medium weight, yet, awkward materials, and operation of farm equipment.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*