



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, FARM OPERATIONS	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE: Off Schedule Review 2016 (8.9.16)		

**JOB DESCRIPTION:**

Under general direction, assists in performing the day-to-day operations of the Shone Farm. Participates in production of farm products; stewardship of the overall farm site; maintaining and creating a safe and orderly public farm; coordination of the field production, management and maintenance of the horticulture field, pasture, forest and landscape; design and implement planting schedules; and serves as lead worker to other classified staff.

**SCOPE:**

The Coordinator, Farm Operations is responsible for the oversight and care of landscaping, crop production and pasture management; maintains, operates and repairs irrigation systems and agricultural equipment; and provides technical assistance to faculty, staff and students.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates the work of others in the maintenance of the farm, including vegetable, horticulture, pasture and landscape plants, irrigation systems, nutrient management and propagation methods.
2. Coordinate orchard management, including pruning, thinning, harvesting, and Integrated Pest Management (IPM) monitoring and application of approved materials.
3. Oversees the landscape maintenance program; makes decisions regarding the care of the fields, forest, pasture and grounds; purchases tools, materials and plants.
4. Operates and maintains farm equipment such as tractors, loaders, rototiller, weed-eater, power tools and mowers, hand tools and other farm implements; installs and maintains irrigation and water monitoring systems.
5. Processes field records, employee timesheets, and safety training records.
6. Works with faculty and staff to support class projects, laboratory exercises, and student enterprises.
7. Serves as a lead worker to other classified staff.
8. Coordinates daily activities, trains and supervises short-term, non-continuing and student employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Operate, maintain, and repair equipment used in horticulture, farming and agriculture safely; issue proper tools, materials, and equipment for use by students and instructors; train others in the use of equipment and procedures; follow and understand oral and written instructions; maintain cooperative working relationships; demonstrate interpersonal skills to communicate verbally, and in writing, in a professional manner to diverse populations, including students, faculty, staff, administrators, farmers and vendors; balance the dual responsibilities of training others and production on a working demonstration and education farm; demonstrate sensitivity to, and respect for a diverse population.

Preferred: Bilingual (English/Spanish) abilities.

### **KNOWLEDGE OF:**

Sustainable farming systems, techniques and practices; chemical control of weeds, plant and crop diseases, and insect pests; standard office productivity software; mid-sized farm tractors and the range of implements suited to row crop production; use and maintenance of small engine equipment such as chainsaws, mowers and weed whackers.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Graduation from high school. Associate's degree preferred.

#### *Experience:*

Increasingly responsible experience serving in a lead role in horticulture, farming, and agriculture on an organic farm.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Ability to operate farm equipment. Must possess a valid (Class II) California driver's license and an acceptable driving record.

Preferred: Qualified Applicator Certificate issued by California Department of Pesticide Regulation.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely operate a variety of mechanically powered rolling equipment, and manual and electric hand tools used in horticulture, farming and agriculture. Ability to complete the following trainings: forklift operations and certification, in-house OSHA and respirator training. Must also be able to work safely in an environment requiring frequent exposure to hazardous chemicals. Occasionally required to work under inclement weather conditions.