

**TITLE: Coordinator, Farm Operations****CLASSIFICATION: Classified****SALARY GRADE: C11****SCOPE OF POSITION:**

Under general direction, coordinates and assists in the operations of Shone Farm including the forest, pastures, landscape, and production fields. Assists with educational experiences and activities for students and Farm staff. Ensures the proper care and maintenance of all farmland and forest equipment, and tools. Maintains proper agricultural land management and safety procedures in compliance with applicable local, state, and federal rules and regulations. May serve as a lead worker to other classified employees.

**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. Oversees, coordinates, and assists in the operations of Shone Farm, including food production and processes, stewardship of the agricultural land, and educational experience opportunities.
2. Leads daily activities, demonstrates, trains, and oversees short-term, non-continuing (STNC) and student employees, and volunteers.
3. Collaborates with staff regarding the care and development of the fields, orchards, forest, and pastures at Shone Farm.
4. Coordinates the work of staff in the maintenance and production of the farm and forests.
5. Operates, maintains, and purchases farm and forest equipment, tools, and supplies. Designs, installs, uses, and maintains irrigation and water monitoring systems.
6. Creates, monitors, and processes field records, time sheets, and safety records.
7. Assists faculty and staff to support, advise, and coordinate class projects, laboratory exercises, and student enterprises.
8. Ensures compliance with Good Agricultural Practices, Food Safety Modernization Act, Certified Organic rules and regulations, and other agency regulations.
9. Coordinates oversight of California Certified Organic Farmers (CCOF) orchards and production fields including pruning, planting, thinning, harvesting, irrigating, fertilizing, and integrated pest management (IPM) monitoring and application of approved materials.
10. Coordinates Wildfire Resiliency Program Vegetation Management activities in Shone forest including pruning, thinning, line/trail construction and controlled burning.

**KNOWLEDGE OF:**

1. Sustainable farming systems, techniques, and practices including usage of chemicals to control weeds, plant and crop diseases, and insect pests.
2. Mid-sized farm tractors and the range of implements suited to row crop production.
3. Basic farm carpentry, including the use and maintenance of small engine equipment such as chainsaws, mowers, and weed whackers.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.
6. Wildland firefighting/fire lighting principles and strategies.

## **TITLE: Coordinator, Farm Operations**

### **ABILITY TO:**

1. Operate, maintain, repair, and procure equipment used in horticulture, farming, forest management/ wildland fires, and agriculture safely.
2. Issue, maintain, and procure proper tools, materials, and equipment for use by students and instructors.
3. Train others in the use of equipment and procedures.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in agriculture, natural resources, biology, or a closely related field of study required.

### **EXPERIENCE:**

3+ years of experience in agriculture, horticulture, or farming operations.

### **OTHER REQUIREMENTS:**

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities, such as, but not limited to, lifting (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, wildland firefighting 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 and conditions. Occasionally required to work under inclement weather conditions.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*