

CLASSIFICATION SPECIFICATION

Farm Manager

FT/PT Class Code: 3106, 3606 Pay Grade: B/C 16 FLSA: Exempt Est. 09/18/15

SUMMARY STATEMENT: An incumbent is responsible for overseeing the Applied Agriculture Department's two-acre farm that functions as a student learning production laboratory along with greenhouse facilities in the laboratory complex.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and may supervise student/participants along with professional and/or support staff. The incumbent plans and directs the day-to-day operation of the farm and laboratory complex.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Manages the daily operations of the Applied Agriculture Department's farm that functions as a student learning production laboratory. Supervises educational laboratory specialists within the agriculture facilities, including establishing work schedules, assigning tasks, and evaluating employee performance.
2. Establishes relationships with agriculture vendors and works with outside organizations to promote the production agriculture program.
3. Selects crop types, ensures crop rotation, and produces crops to achieve volume, quality, and cost objectives in each facility for year round production. Conducts a wide range of farming operations including cultivation, sowing, spraying and harvesting.
4. Maintains production and other farm laboratory records including the estimated operating costs, budget, ordering of farm supplies, and the pricing and marketing of produce to the industry (wholesale and retail). Manages daily cash deposits and billing receipts. Plans and organizes marketing and sale of produce to achieve high returns.
5. Oversees hydroponics operations in tomato and lettuce systems, ornamental greenhouse facilities, high tunnel production greenhouses, and field production growing areas.
6. Installs and operates hydroponics equipment. Operates farm equipment such as tractors, plows, sprayers, cultivators, mulch layers, etc. Ensures safe and effective handling of equipment.
7. Installs and/or repairs greenhouse equipment to include heating, irrigation, pumps, filters, controllers, etc.
8. Develops and manages an Integrated Pest Management Program. Conducts training for greenhouse staff on Worker Protection Standards, pesticide applications, proper record keeping and storage, etc.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. Assists staff, faculty and students in relation to instructional needs.
10. Clean and maintain buildings, sheds, equipment and facilities to ensure health standards and high quality of produce.
11. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of growing techniques and plant materials needed for production in each hydroponic system.
- ◇ Knowledge of crops grown under plasticulture and vegetable field crops.
- ◇ Knowledge of hydroponics production for lettuce, tomatoes, fodder, and fruits.
- ◇ Knowledge of high tunnel production methods.
- ◇ Knowledge of storage techniques for vegetables.
- ◇ Knowledge of Integrated Pest Management strategies.
- ◇ Knowledge of supervision and budgeting.
- ◇ Skill using plasticulture techniques.
- ◇ Skill installing drip irrigation.
- ◇ Skill in scheduling, planting, and harvesting crops.
- ◇ Skill managing pests without using harmful pesticides.
- ◇ Ability to practice Good Agriculture Practices (GAP) and Good Handling Practices (GHP).
- ◇ Ability to grow horticulture crops for bedding plants.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience, including supervision, or equivalent combination of education and experience.
- ◇ Possession of Delaware Pesticide Applicator's License.
- ◇ Possession of Good Agriculture Practices (GAP) and Good Handling Practices (GHP) certifications.