

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: B

SALARY RANGE: 64

CLASS TITLE: ASSISTANT FARM MANAGER

BASIC FUNCTION:

Under the direction of the Agricultural Department Chair, coordinate, provide instructional support services for the Farm Program; assist students and faculty in the use and operation of farm equipment and materials related to the horticulture unit.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervise, implement and develop monthly production, propagation, cultural practices of plants; monitor all horticulture facilities and equipment.

Assist instructors with preparation of agricultural exhibits and instructional material used in all Agri-Science laboratory assignments; participate in demonstrations of farm activities.

Assist in the development of methods and procedures for the general care of farm animals, crops and nursery stock.

Supervise and participate in the mixing and distribution of feed and insuring an adequate water supply for farm animals; administer simple veterinary care.

Plant, fertilize, cultivate, irrigate, cut and store farm products; apply necessary pesticides, according to all applicable laws and regulations.

Assist in development of annual goals and objectives and budget preparation; maintain and order necessary supplies and minor equipment as needed.

Maintain and make minor repairs to farm equipment.

Drive a vehicle to transport livestock and associated farm products as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, techniques, equipment, materials, principles, theories, practices and procedures related to horticulture farming.

Practices, procedures and techniques involved in planting, fertilizing, irrigating, cutting and storing plants, crops and other horticulture farm products.

General instructional methods and techniques.

General methods and procedures for preparing course materials used in Agri-Science courses.

3/31/06

Approved by CSEA 651

Set up, operation and demonstration of various tools and equipment used in horticulture farming.
Inventory, storage, cataloging, and similar matters pertinent to the budgetary process of the Agriculture Sciences program.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record keeping, report preparation and budget control techniques.

ABILITY TO:

Coordinate and participate in the operations, activities and maintenance of the College farm's horticulture unit.

Provide instructional and administrative support services for the Farm Program.

Assist students and faculty in the use and operation of farm equipment and materials related to the horticulture unit.

Assure proper safety and security of horticulture unit and related buildings, equipment and grounds.
Coordinate and participate in planting, fertilizing, irrigating, cutting and storing plants, crops and other horticulture farm products.

Explain principles, practices, procedures, methods, materials, tools, terminology and equipment related to horticulture farming.

Observe health and safety regulations and procedures.

Meet schedules and time lines.

Work independently with little direction.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective relationships with students.

Use truck and trailer to transport livestock and farm products.

Operate heavy equipment in the maintenance of the College farm.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent; associate's degree or completion of major course work in agricultural science and horticulture or two year years experience working with horticulture farming activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust and odors.

Driving a vehicle to conduct work.

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PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of farm equipment.

Standing and walking for extended periods of time.

Seeing to perform farm work and observe students.

Lifting, carrying, pushing or pulling heavy objects as assigned by position

Walking over rough or uneven surfaces.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Heavy physical labor.

HAZARDS:

Exposure to chemicals used in pest control, fertilization and weed abatement.

Working around and with machinery having moving parts.

Working with and handling livestock.