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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**AGRICULTURE Facilities operations MANAGER**

**DEFINITION:**

Under general supervision of the Chief Instructional Officer, and in coordination with the Agriculture Department Chair, plans, implements, and facilitates the day-to-day instructional program operations of the Agriculture Department. In coordination with the Facilities Director, maintains and oversees the agricultural facilities as they support the various Agriculture Department programs, curriculum: courses, activities, events, including but not limited to livestock care, forage production, equipment maintenance and repair. Other duties include facilitating classroom and lab instruction, operation of agricultural equipment, and supervision of and interaction with students participating in various day-to-day operations as well as the student employees. Perform related duties as assigned.

##### **DISTINGUISHING CHARACTERISTICS:**

This position could have a variable/flexible work schedule from time to time it may require working some nights and/or weekends some overnight travel throughout the year. This position is grant-funded, future employment is subject to grant funding.

**CLASSIFICATION:**

* FLSA Exempt
* Classified – Management
* Date Modified: March 2024

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Plan, implement, and monitor daily Agricultural Department operations including: farming, livestock, facility and equipment maintenance.
* Guides, performs, and assists students in the planning, organizing, implementation and monitoring of the day-to-day operations.
* Performs livestock healthcare including basic animal-care procedures.
* Assists in setting up labs and classroom teaching materials.
* In conjunction with the College’s Facilities Dept. maintains and repairs agricultural equipment and instruct students and employees in the operation, maintenance, and repair of equipment also constructs, maintains, and repairs the agricultural physical structures, equipment, and fencing.
* Meet regularly with the Facilities Department to ensure clarity and efficiency in operations.
* Schedules and performs the operation, maintenance and repair of irrigation systems used for maintaining the pastures and producing forage.
* Establish and maintain effective working relationships with faculty, staff, and students.
* Assists and directs the work of short-term employees, other college employees, and supervise student employees.
* Provides and relays information and maintains contact with a variety of college departments and external agencies.
* Performs pasture management, rotating grazing pastures, weed control, irrigation.
* Develop record keeping system for the Agriculture Department forage, facilities maintenance and livestock grazing practices.
* Monitor, order and inventory supplies and equipment.
* Correspond with appropriate internal and external bodies as part of preparing and/or maintaining effective reports and records, as well as responding to program needs.
* Assists in annual agricultural budget development, collaborate with Agricultural Dept. staff to monitor expenditures of restricted, unrestricted, and foundation budgets.
* Coordinate purchases with vendors.
* Travel to livestock shows and sales to promote the Agriculture Department.
* Other related duties as assigned.

Knowledge of:

* Principles of agricultural mechanics (electricity, plumbing, electronics, hydraulics, concrete)
* Methods and techniques of individual and group learning
* Principles of farming, grazing livestock (horse and cattle) management and irrigation practices
* Principles of livestock reproductive management including artificial insemination
* Modern office practices and procedures including filing and office equipment operation
* Principles of livestock management (feeding, vet care, administering annual vaccinations/worming, completing breed registrations and transfers)
* Successfully applying Federal, State and College policy, procedures, laws, and regulations.

Skill in:

* Operating large trucks and trailers, backhoes, excavators, skid steers, dozers, and graders
* Effective communication skills, both orally and written
* Operating farm equipment in the tillage, planting, growing and harvesting of field, forage crops, and feeding livestock.
* Operating basic agricultural mechanics tools and equipment (welders, cutting torches, power hand tools, metal and wood fabricating equipment, plumbing, electricity, concrete, masonry, painting, chain saw)
* Loading and hauling cattle and horses with truck and trailers
* Maintenance and repair of livestock corrals and fencing
* Operation, repair and maintenance of irrigation systems
* Properly handling, mixing, and applying controlled substances such as pesticides
* Calibrating equipment as necessary and performing field adjustments
* Maintaining and repairing equipment, in conjunction with the College’s maintenance staff, instructs students and employees in the operation and safe use of equipment
* Construction, maintenance and repairing agricultural facilities
* Performing general health care and maintenance to livestock (horse and cattle)
* Operating standard computer software for Windows and Adobe-based platforms such as: Word, Excel, PowerPoint, Outlook, and QuickBooks
* Preparing and maintaining a variety of records, forms and reports
* Overseeing facility security and safety
* Performing preventive maintenance
* Developing budgets, purchase orders, and coordinating with vendors

**MINIMUM QUALIFICATIONS:**

* Associate degree in an agricultural field or reasonably related field. AND (1) one year work experience directly related to the duties and responsibilities of this position that demonstrates an increasing level of responsibility.
* Hold and maintain a valid driver’s license, possess or have the ability to obtain a qualified applicators certificate for pesticide use.

**DESIRABLE QUALIFICATIONS:**

## Bachelor’s degree in an agricultural field (Crop Science, Agricultural Mechanics, Animal Science, Agricultural Business), or related field

## Community College experience

* Teaching experience and/or desire to instruct college Agriculture courses (Agriculture Mechanics, Animal Science, Agriculture Business)
* Possessing a valid class A driver’s license
* Over 2 years of work experience in:
  + Farming, cattle, and livestock handling
  + Managing or assisting in the management of ranch or farm operations

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

* Vision to read and review student work, administer and score tests and assist students with other academic materials
* Hearing and speech to understand and respond to questions and provide instructions and lead group instructional sessions
* Ongoing possible physical strain and/or muscular exertion lifting, pushing and pulling weighs up to 80 pounds sustained exertion of moderate to heavy physical efforts in walking, standing, stooping, kneeling, reaching and climbing
* Manipulative skills and adequate hand/eye coordination

This work may involve a variable work schedule, performed in an office or outdoor setting in harsh weather conditions as well as exposure to hazardous chemicals, pesticides and fertilizers. Work also involves unsupervised work with farm equipment and livestock and/or with other employees and students.