

Job Code:.....101607
Position #: (PSA)....(E)
Developed by:KP
Reviewed by:.. DLJ
Approved by: AMC
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Manager, University Farms

DIVISION: Academic Affairs (CELS: Fisheries, Animals & Veterinary Sciences)

REPORTS TO: CELS Farm Manager

GRADE: 7

SUPERVISES: Undergraduate and graduate students, volunteers, others assigned to university farm and field operations

BASIC FUNCTION:

Assist in the oversight and management of URI's Farms. Work with faculty, staff, students, volunteers, and the public to enable use of these facilities for research, teaching, public outreach, and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensure that all equipment, facilities, fields, and grounds are in good condition consistent with established safety standards and with use of the greenhouse, garden, and farms as sites for research, teaching, public education, and outreach.

Supervise and/or train students, staff, and volunteers assigned to perform tasks related to the upkeep and maintenance of the greenhouse, farms, and garden.

Assist in the maintenance of farm records.

Work under the direction of the Farm Manager to facilitate special events on university farms.

Operate and help maintain, with the proper training, farm implements and mechanical equipment such as tractors, forklifts, mowers, and equipment associated with farm management.

Assist with the maintenance of university farm facilities, including construction and maintenance of fences, barns, and existing farm structures consistent with established safety standards and with the use of the farm as a teaching, research and demonstration facility for students, faculty, Extension Cooperators, and the public.

Serve as backup Farm Manager when the Farm Manager is not available.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in duties related to research, teaching, public education, or outreach as assigned.

Apply pesticides and biological control agents as required to maintain optimal plant health.

Maintain a strong customer-service oriented environment.

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, database management software, spreadsheet software, irrigation systems, tractors, implements, farm equipment and tools. RI Pesticide Applicator's License. Valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is frequently exposed to ambient environmental conditions. Must be willing to work outside and with pesticides.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in an agricultural/horticultural related field; Minimum of two years of experience in farm management or horticulture production; Demonstrated experience operating, maintaining, and/or repairing farm equipment; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must have a RI Pesticide Applicator's License. Must have a valid driver's license.

PREFERRED: Minimum five years of experience in farm management or horticulture production; Demonstrated experience on a university or college farm; and, Demonstrated supervisory experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALSWITH DISABILITIES.