

Class code:1256
Position #: (PSA)..... (E)
Developed by:DS
Reviewed by:DLJ
Approved by:LK
Date:09/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Agronomy/Turf/East Farm
DIVISION: Academic Affairs (CELS/Plant Sciences & Entomology)
REPORTS TO: Principle Investigator and/or Director and/or Dean
GRADE: 10
SUPERVISES: Graduate and undergraduate students and other assistants

BASIC FUNCTION:

Responsible for operational oversight and management of the URI Turf Farm, Agronomy Farm, East Farm, and the Botanical Garden. Work cooperatively with faculty, staff, students, volunteers and the public to enable use of these farms for research, teaching, public education and outreach.

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 farms and garden as sites for research, teaching, public education and outreach.

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

Develop and implement an annual operating plan for the farms and garden, including a budget and justification to support financial investments needed for maintenance and operations.

Maintain inventory and purchase supplies, parts, etc. necessary for building, equipment, and grounds maintenance. Undertake minor repair and annual maintenance of farm equipment, as needed, and ensure that major repairs are undertaken by appropriate service providers.

Collaborate with faculty and staff in the development of applications for external funding to ensure that requests for all farm-related equipment, supplies and human resources needed to conduct the project are included in the proposal budget.

OTHER DUTIES AND RESPONSIBILITIES:

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

Coordinate the movement and use of shared farm equipment among University farms to ensure efficient utilization of resources.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software, farm tools and equipment. All certifications to comply with USDA and university regulations. Must have certification or demonstrable familiarity with GAP (Good Agricultural Practices) accreditation. Must have or be able to obtain a RI Pesticide Applicator's License. Must have a valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in an agriculture-related field; Minimum five years of agriculture-related experience; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated experience operating farm equipment appropriate to small-scale crop production and research trials; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree; and, Demonstrated farm management experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.