

AGRICULTURAL OPERATIONS MANAGER

DEFINITION

Under administrative direction manages, plans, supervises and coordinates the operations and activities related to the district's Agricultural Laboratory Operations at Modesto Junior College; plans and administers college policies and procedures related to the coordination, supervision, care and maintenance of programs and activities in the Agriculture and Environmental Science Department's on and off campus instructional laboratories in conjunction with faculty and administrative staff and performs other duties as assigned.

The facilities include the following:

- East Campus Garden, Greenhouse and Nursery: The plant science garden, environmental horticulture greenhouse and nursery reside on the MJC East Campus. Extensive laboratory facilities and equipment are part of this operation. The Agricultural Operations Manager is responsible for limited and periodic assisting of faculty and staff, as needed, in the general operation of these facilities. The greenhouse/nursery is staffed with a full-time laboratory technician who is primarily responsible for the everyday management and supervision of this facility.
- West Campus Crop and Animal Science Facilities: The various animal science program laboratories reside on the West Campus, and consist of cropland and pastures, beef, sheep, swine, dairy, and poultry facilities, and a state-licensed poultry-processing lab. The Manager is responsible, in conjunction with faculty and administrative staff, for general supervision for the operation of the program areas, their facilities and equipment and supervises students in the conduction of work activities.
- Beckwith Ranch Instructional Laboratory: The 62-acre crop, vine, and tree operation consists of almonds, walnuts, grapes, various fruit trees, and open cropland. The Manager is responsible, in conjunction with faculty and administrative staff, for the planning, coordination, supervision, operation and evaluation of all operations occurring on this facility as well as supervising students in the conduction of the work activities.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean of Vocational Education, Agriculture and Environmental Sciences.

Provides direct supervision of numerous student interns/farmhands.

EXAMPLES OF DUTIES

- Work in conjunction with faculty and administrative staff of the Agriculture and Environmental Sciences department in the coordination of agricultural laboratory operations.

- Supervise, train, schedule, and evaluate students and short-term staff involved in the college agricultural enterprises.
- Coordinate and assist faculty in laboratory preparation, as needed.
- Develop work schedules; plan work activities; inspect work; recommend improved methods and changes as appropriate for student and short-term staff.
- Prioritize, supervise, and schedule field preparation activities to include tillage, planting, fertilizing, irrigating, spraying, pruning, and harvesting practices and procedures.
- Schedule, direct, review, and approve contract services.
- Make recommendations and safely apply various crop and livestock/poultry chemicals.
- Train employees to use hand and power tools and arc and gas welders safely
- Perform maintenance on a variety of agricultural machinery, equipment, and facilities.
- Schedule, service, operate, repair and return to proper storage all equipment that is used on a daily basis; maintain farm shop and tools in a professional manner.
- Make recommendations as to equipment and tools purchases and maintain an inventory list.
- Supervise and provide general assistance with the care and maintenance of livestock, crops, equipment and farm related implements.
- Prepare and submit absence and accident reports for students and short-term temporary workers.
- Manage, as needed, and feed and care for livestock, poultry and crops in emergencies and at other times as directed by the college.
- Assist with the preparation of an annual budget for the various agricultural operations as needed.
- Maintain financial, chemical, and production records necessary for the efficient operation of the various agricultural enterprises, as needed.
- Secure estimates and quotes for the purchases of equipment, supplies, and operating inputs; procure the supplies, tools, equipment and materials necessary for the production operations of the various enterprises, as needed.
- Receive and respond to emergency calls affecting agricultural operations, informing the division dean of the situation immediately.
- Drive district vehicles including trucks and buses as necessary;
- Participate in additional training including courses to maintain and develop needed skills.
- Perform other related duties.

TYPICAL WORKING CONDITIONS

- Occasional outdoor work required, but otherwise is generally performed in a standard office environment.
- Works around machinery and other pieces of moving equipment subject to working in environmental conditions, such as dust, chemicals and potentially hazardous material.
- Required to be on-call for occasional evening and weekend call outs.

MINIMUM QUALIFICATIONS

Knowledge of:

- Tools, equipment, supplies, practices and methods associated with agricultural production activities;

- Modern agricultural practices,
- Principles and practices of weed control and integrated pest management;
- Principles of agricultural machinery and equipment repair and operation
- Effective care of livestock, poultry, and crops;
- Practices in planting, irrigating, spraying, pruning, and harvesting;
- Applicable safety and health regulations and codes including OSHA safety standards;
- Use and misuse of hazardous materials;

Ability to:

- Ability to effectively use tools, equipment and supplies related to the maintenance of agricultural machinery and equipment;
- Effectively carry out oral and written directions.
- Interpret guidelines, directions and specifications;
- Prioritize, plan, organize, and direct a program of crop and livestock/poultry production operation
- Effectively supervise and evaluate students and short-term staff;
- Prepare verbal and written reports.
- Establish and maintain cooperative working relationships.

Licenses and Certificates:

Possession of a valid California Class A Motor Vehicle Operator's License with passenger, airbrake, doubles, triples and tanker endorsement

Qualified pesticide applicator's certificate

Physical and Mental Standards:

- **Mobility:** ability to climb, stoop, kneel, crouch, crawl and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate moving equipment and hand tools, a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of heavy objects and equipment and material weighing up to 100 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Bachelor's Degree in Agricultural Science, Agronomy or related field.
- Experience: two years of agricultural industry/farming experience with specific expertise in teaching agricultural science classes.

Class Adopted: 03/01/09
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