



Smith Vocational and Agricultural High School

80 Locust Street
Northampton, MA 01060

JOB DESCRIPTION FORM

Name:	
Job Title:	Agricultural Technician
Codification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Report To:	Facilities Director Compensation: grade 6 to 8
Time Demands/Schedule	5 days – 40 hours /week (alternate Saturday and/or Sunday) Responsible with fellow Agricultural Technician's to provide coverage for animal care 7 days/week and holidays.

NATURE AND SCOPE OF WORK

Overview of the Position:

To perform the technical functions and maintenance duties necessary for the operation of the school's land and animal enterprises, associated facilities and equipment, and to support the Agricultural Education Program and staff in the implementation of programs at Smith Vocational and Agricultural High School. All other related work as required.

Primary Functions:

- Works under the supervision of the Lead Agricultural Tech, Facilities Director and in cooperation with the Ag Cluster staff to insure implementation of Agriculture Department and School policies.
- Responsible for monitoring and collecting data as needed for educational projects.
- Responsible for the production and proper storage of crops related to the need for livestock feed.
- Responsible for assisting the Ag Cluster staff in the care and maintenance of all plant material, field crops and greenhouse production.
- Responsible for conducting routine maintenance and to arrange for repair of associated vehicles and machines.
- Responsible for routine maintenance and repair of farm structures, buildings and grounds, fencing and greenhouse maintenance.
- Responsible for ongoing composting operations including processing, screening, handling customer orders and delivery.
- Supervision of student employees and solving issues needed for the successful operation of the school farm and enterprises and clientele.
- Follows budgetary constraints established for the successful fiscal operation of the farm.
- Performs various duties requiring substantial initiative and judgement in operating the farm, caring for its livestock and maintaining farm related services.
- Responsible for the day-to-day needs of the farm operations either directly or by assignment of duties throughout the year, as directed by the Lead Agricultural Tech, Facilities Director and in cooperation with the Agriculture cluster staff.
- Responsible to assist with the training of relevant employees, supporting the instruction of students, and providing demonstrations under the direction of the Lead Agricultural Tech staff and through coordination with the Facilities Director and Vocational Director.
- Responsible for meeting with and reporting to the Lead Agricultural Tech and Facilities Director the status of various projects, programs and emergencies.

Other Functions:

- Carries out required procedures for the maintenance of the farm enterprises, and in alignment with the policies of Smith Vocational and Agricultural High School.
- Off school hours assigns duties and reviews work performance of student employees engaged in the various farm operations.
- Submits progress reports to the Facilities Director.
- Responsible at the direction of the Lead Agricultural Tech, Facilities Director and in cooperation with the Ag Cluster staff to coordinate the tasks and experiences set for the student's educational needs as approved by the Principal.
- Performs other duties as required.

Job Environment:

- Work is performed under farm conditions, which can include heat, cold, dusty, slippery, and uneven conditions.
- Operates computers, tractors, hanging equipment, manure handling equipment, dump truck, and loaders.
- Works in a multi-staffed, fast paced work setting, prioritize and re-prioritize when directed or necessary.
- Makes frequent contacts with the public and other city departments.
- Communication is by means of telephone and personal discussion as well as correspondence and contacts with other departments.
- Has access to some school-related confidential information including personal information about students.
- Errors could result in high costly legal ramifications, confusion and delay of service.

QUALIFICATIONS FOR THE POSITION**Education/Formal Training Required:**

- **High School Diploma**
- **Associate Degree preferable with a concentration in Agriculture and at least four years of farm-related experience, or the equivalent combination of education and experience.**

Physical Requirements:

Moderate to heavy physical effort is required to perform duties under highly distractible and highly trafficked student, teacher, and public location.

Required Physical Activity:

Handling and Moving Objects - Using hands and arms in handling, installing, positioning, moving materials, and manipulating objects.

The chart below indicates what annual percentage of time is spent on each of the following essential physical requirements.

1. Seldom = Less than 25%
2. Occasional = 25-50%
3. Often = 51-75%
4. Very Frequent = 76% and above

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- (4) a. Ability to stand and circulate for extended periods.
 - (4) b. Ability to see for purposes of reading printed matter, computer screens, and observing students.
 - (4) c. Ability to hear and understand speech at normal levels.
 - (4) d. Ability to communicate orally so others can understand a normal conversation.
 - (4) e. Ability to bend and twist, stoop, sit, kneel, crawl, push and pull.
 - (4) f. Ability to lift 25 pounds.
 - (4) g. Ability to lift 30 pounds.
 - (3) h. Ability to carry 50 pounds.
 - (4) i. Ability to reach in all directions.
 - (4) j. Ability to use fingers for manipulative functions like typing, writing, filing, sorting, etc.
 - (3) k. Must be able to ascend/descend a ladder.

Knowledge and Skills Required:

- Valid Hoister's license issued by the MA Department of Public Safety, within 90 days of appointment.
- Knowledge in the areas of livestock management, crop production, composting, organic farming methods and conservation restrictions.
- Effective communication skills.
- Ability to supervise student employees and volunteers effectively.
- Thorough knowledge of farm tools and equipment.
- Commercial Drivers License (CDL) a plus.
- Computer literacy including email, spreadsheet experience and knowledge of basic record keeping software.

CONDITIONS OF EMPLOYMENT**Equipment Used:**

Standard farm tools and equipment including but not limited to: tractors, haymaking equipment, mowers, balers, brush hog, skid steer loader, bucket loader, backhoe, dump truck, forklift, manure handling systems, post hole digger, power hand tools, animal grooming and handling devices and other hand and power tools.

Physical Demands (if applicable):

Moderate to occasional heavy effort required for work performed outdoors, moderate to occasional heavy lifting required.

Evaluation Schedule:

The Agricultural Technician shall have an annual performance evaluation performed annually in accordance with the Smith Vocational and Agricultural High School policy.

STATEMENT OF NON-DISCRIMINATION

Smith Vocational and Agricultural High School does not discriminate against any student, employee, applicant or any invitee on the basis of sex, race, color, religion, national origin, age, sexual orientation or disability, in any aspects of employment and education.