Smith Vocational and Agricultural High School

80 Locust Street
Northampton, MA 01060

JOB DESCRIPTION FORM	
Name:	
Job Title:	**Agricultural Farm Technician**
Codification:	☐ Exempt ☒ Non-Exempt
Report To:	**Facilities Director** **Compensation: grade 6 to 8**
Time Demands/Schedule	**5 days – 40 hours /week (can include Saturday and/or Sunday) Responsible with fellow Ag Tech 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:

- Responsible for all aspects of monitoring, record keeping and maintaining the health, reproductive, and nutritional needs of all livestock necessary for the agricultural curriculum.
- Works under the supervision of the 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 Facilities Director and in cooperation with the Agriculture cluster staff.
- Responsible for assist training employees, students [individuals and classes], giving demonstrations/tours for groups [students,

  4-H, FFA and the public] under the direction of the Agricultural cluster staff and through coordination with the Facilities Director and Vocational Director.
- Responsible for meeting with and reporting to the Facilities Director the status of various projects, programs and emergencies.

Other Functions:

- Carries out required procedures for the maintenance of the farm enterprises.
- 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 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.

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.