



# Smith Vocational and Agricultural High School

80 Locust Street  
Northampton, MA 01060

## JOB DESCRIPTION FORM

<b>Name:</b>	
<b>Job Title:</b>	<b>Animal Care Technician</b>
<b>Codification:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Report To:</b>	<b>Lead Animal Care Technician Compensation: grade 6 to 8</b>
<b>Time Demands/Schedule</b>	<b>5 days – 40 hours /week (can include Saturday and/or Sunday and holidays) Responsible with fellow Animal Care Tech to provide coverage for animal care 7 days/week and holidays.</b>

## 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, utilize 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, maintaining general health and welfare, reproductive health, and nutritional needs of all animals necessary for the agricultural curriculum; which may result in the shifting of work hours due to birthing, animal health and other situations as they arise. related to animal care needs.
- Work to ensure that animal basic animal care needs are fulfilled by 8:30 am to accommodate student learning needs during the student's shop program hours.
- Works under the supervision of the Lead Animal Care Technician Facilities Director and in cooperation with the Ag Cluster staff to insure implementation of Agriculture Department and School policies.
- Responsible for monitoring and collecting animal data as needed in cooperation with Animal Science instructors to support educational projects.
- Responsible for the proper storage of feed related to the need for livestock and program animals.
- Responsible for the care and maintenance of all animals in coordination with Farm Techs and Animal Science Instructors.
- Responsible for the proper utilization of any equipment, vehicles, and machines associated with animal care.
- Supervision of student employees and solving issues needed for the successful operation of the school farm and enterprises and clientele.
- Performs various duties requiring substantial initiative and judgement in operating the farm, caring for its livestock and animals.
- 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 Animal Care Tech and Facilities Director, in coordination with the Animal Science staff.
- Responsible to assist with the training of relevant employees, supporting the instruction of students, and providing demonstrations under the direction of the Lead Animal Care Tech staff and through coordination with the Animal Science Instructors, Facilities Director and Vocational Director.
- Responsible for meeting with and reporting to the Lead Animal Care Tech the status of various projects, programs, and animal care needs.
- Support Veterinary visits and other animal care providers with the Lead Animal Care Tech and Animal Science Instructors.

**Other Functions:**

- Carries out required procedures for the maintenance of the farm animals, and in alignment with the policies of Smith Vocational and Agricultural High School.
- Off school hours assigns duties, and supervises the performance of student employees engaged in the various farm operations.
- Responsible at the direction of the Animal Care Tech and in cooperation with the Animal Science Instructors to support 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; as well as other animal care related equipment.
- Works in a multi-staffed, fast paced work setting, that may have them prioritize and re-prioritize activities when directed or necessary.
- Communication is by means of telephone and personal discussion as well as correspondence and contacts with other departments electronically.
- Has access to some school-related confidential information including personal information about students.
- Errors could result in costly legal ramifications, confusion and delay of service.
- Required Physical Activity:

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

**PHYSICAL REQUIREMENTS:**

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

- 
- (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.

## QUALIFICATIONS FOR THE POSITION

### Education/Formal Training Required:

- High School Diploma, Agricultural Chapter 74 Certificate preferred.
- 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, equine care and small animal/domestic animal care.
- Effective communication skills.
- Ability to supervise student employees and volunteers effectively.
- Thorough knowledge of farm tools and equipment.
- Commercial Driver's 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, gender identity, race, color, religion, national origin, age, sexual orientation or disability, in any aspects of employment and education.**