**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Farm Operations Coordinator

**Job Number:**  SS-076

**NOC:** 0821

**Band:**  7

**Department:** Trent School of the Environment

**Supervisor Title:** Director, Trent School of the Environment

**Last Reviewed:** March 3, 2017

**Job Purpose:**

Under the direction of the Director, Trent School of the Environment, the Farm Operations Coordinator is responsible for maintaining and operating the Trent Experimental Farm through hands-on work and coordination of service with external providers. The Farm Operations Coordinator provides students with training in the operation and use of equipment to ensure the safety of students working on the farm. This position also interacts with faculty, staff and students in setting up summer courses, camps and research projects.

**Key Activities:**

1. Maintains the experimental farm, including:
	* coordination of cultivation (with local farmers)
	* fertilizer application
	* seeding
	* cutting/selling the hay
	* mowing the laneways
	* planning for protecting against animal damage, spraying etc.
2. Operates and maintains farm equipment.
3. Responsible for the safety of the students that work on the farm.
4. Provides students with training for farm work and use of equipment.
5. Responsible for proper cleaning and storage of farm equipment.
6. Sources amendments (e.g. herbicides, pesticides, mulch) and coordinates weed control practices and application of amendments.
7. Establishes a good working relationship with growers in the region and organizes field tours/days for growers.
8. Co-ordinates with Facilities Management regarding the storage of farm equipment, mowing of pathways/laneways, snow removal, etc.
9. Provides guidance to faculty, staff and students regarding agricultural initiatives (e.g. Trent Market Garden, student research projects, summer courses, etc.)

**Analytical Reasoning**

The Farm Operations Coordinator will work independently (but reporting to the Director of the TSE) to ensure the farm operates effectively. This means that the farm manager must ensure all equipment is fully maintained and plan all activities ahead of time.

**Decision Making**

This is a predominately outdoor position and decisions need to be made with respect to the appropriate tasks given the weather conditions taking into account the teaching and research needs of students/faculty utilizing the farm. Coordination of all activities is especially important.

**Impact**

The main impact of this position pertains to the delivery of courses and research (student projects) associated with the SAFS (Sustainable Agriculture and Food Systems) Degree. In order to better utilize the existing farm within the Degree structure it is important that the farm manager effectively supports the undergraduate teaching.

**Education**

College diploma (2 year) in an agriculture-related discipline such as Sustainable Agriculture or Food and Farming. Bachelor of Science preferred.

**Experience Required**

1. At least four years’ experience in farming.
2. Demonstrated knowledge in current agricultural practices (e.g. soil preparation, crop rotation, weed and pest control, farm management plans).
3. Valid class “G” Drivers licence.
4. Demonstrated experience using all types of farm equipment.
5. Demonstrated ability to work independently.
6. Must be physically capable of routinely lifting/handling farm equipment and supplies.
7. Demonstrated communication skills.
8. Must be available to work flexible hours year-round (e.g. longer hours in summer).

**Responsibility for the Work of Others**

Direct Responsibility

None

Indirect Responsibility

1. Student employees
2. Undergraduate and Graduate students
3. Other users of the experimental farm
4. Volunteers
5. Ensuring the safe use of equipment

**Communication**

Internal:

1. Director, Trent School of the Environment
2. Sustainable Agriculture and Food Systems faculty
3. Trent School of the Environment faculty/staff
4. Students using the farm (employees, graduate or undergraduate)
5. Staff faculty from other potential internal users (e.g. biology)
6. Physical Resource staff members

External:

1. Local farmers
2. Fleming staff/faculty
3. Local community

**Motor/ Sensory Skills**

1. Fine motor skills - manipulating equipment, use of a computer, data entry via keyboard and mouse
2. Dexterity - precision in applying fertilizers etc.
3. Gross Motor Skills – operating farm equipment etc.
4. Hearing - responding to student and instructor queries
5. Sight – operating farm equipment, reading labels, reports etc.
6. Touch - precision in using farm equipment

**Effort**

Mental

1. Sustained concentration performing a range farm-related tasks.
2. Maintaining a farm plan; schedule of operations.

Physical:

1. Walking associated with regular farm duties.
2. Lifting associated with regular farm duties
3. Dexterity associated with regular farm duties.

**Working Conditions**

Physical:

1. Weather; working in all conditions.
2. Insects/poison ivy – potential exposure to insects (deer flies, mosquitoes) and poison ivy.
3. Risk for personal injury.

Psychological;

1. Independence as much of the job will be working alone.
2. Flexible working hours (evenings and weekends).
3. Changing deadlines/time pressures.
4. Conflicting work priorities and multiple demands.
5. Changes in workload and equipment.