

APPROVED

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

DEC 31 1987

Department of Personnel
Administration

I. FARM SUPERINTENDENT, UNIVERSITY OF MASSACHUSETTS SERIES:

Farm Superintendent, University of Massachusetts

II. SUMMARY OF SERIES:

Incumbents of positions in this series supervise farm operations for teaching, demonstration, plant and animal breeding and research in the College of Agriculture at the University of Massachusetts.

The basic purpose of this work is to supervise the operation and maintenance of farms at the University of Massachusetts.

III. ORGANIZATIONAL LEVELS:

Farm Superintendent, University of Massachusetts is a supervisory job.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Monitors the maintenance and general housekeeping of farm buildings, grounds, equipment and other facilities; monitors the repair and maintenance of farm equipment; and plans and schedules repair and maintenance activities.
2. Monitors the production, harvesting and storage of animal feed; and supervises animal care.
3. Assists in research and educational projects such as shows, contests, field days, etc.; and provides instruction in practical agriculture.
4. Assists in the preparation of farm budgets.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

None.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with university staff and the general public.

VII. SUPERVISION RECEIVED:

Incumbents of positions at this level receive general supervision from employees of higher grade who provide policy guidance, assign work and review performance for effectiveness and conformance to policies, procedures and professional standards.

VIII. SUPERVISION EXERCISED:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over 1-5 maintenance personnel.

IX. WORKING CONDITIONS:

Farm Superintendents, University of Massachusetts may work outdoors in all types of weather; may travel for job related purposes; and may work varied shifts, nights, weekends and holidays.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of farming practices, including care and maintenance of farm machinery and equipment.
2. Knowledge of the principles and practices of crop rotation.
3. Knowledge of the principles and practices of experimental farming.
4. Knowledge of the principles, practices and techniques of animal husbandry.
5. Ability to maintain accurate records.
6. Ability to lead a group of workers.
7. Ability to give oral instructions in a precise, understandable manner.
8. Ability to give written instructions in a precise, understandable manner.
9. Ability to adjust to changing situations to meet emergency or changing program or production requirements.
10. Ability to recognize potential problems in daily work activities.
11. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of laws, rules, regulations, policies, procedures, standards and guidelines governing assigned unit activities.
2. Knowledge of types and uses of agency forms.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least three years of full-time, or equivalent part-time, experience in farming, animal husbandry or other agricultural work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree or higher in agriculture or animal science may be substituted for one year of the required experience.*
- II. A Bachelor's degree in agriculture or animal science may be substituted for two years of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

Possession of a current and valid Massachusetts Motor Vehicle Operator's License.

Occupational Group 44

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