STATE OF OHIO (DAS) **CLASSIFICATION SPECIFICATION** 

CLASSIFICATION SERIES:	SERIES NO.:
Farm Coordinator	5353
MAJOR AGENCIES:	<b>EFFECTIVE DATE</b> :
Mental Retardation/Developmental Disabilities	

<u>SERIES PURPOSE</u>:
The purpose of the farm coordinator occupation is to oversee farm operations such as plowing, planting, cultivating, harvesting & crop rotation & to assist personnel &/or residents engaged in farm work & equipment operation.

**CLASS TITLE**: **CLASS NUMBER:** Farm Coordinator 53531

## **EFFECTIVE DATE**:

03/26/1990

# **CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of farming techniques & practices in order to coordinate farm activities, to ensure proper maintenance of farm land & farm buildings & to assist personnel & residents engaged in farm work & equipment operation.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Farm Coordinator	53531	06

### **EFFECTIVE DATE:**

03/26/1990

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates various farm functions at Tiffin Developmental Center (e.g., oversees lease holder to insure proper maintenance of land &/or buildings subject to lease on farm property; takes annual soil samples & keeps records to insure proper crop rotation & fertilization to maintain soil productivity; cleans & maintains drainage ditches & banks; applies pesticides for brush & weed control; plans & maintains tree replacement program & tree farm; maintains garden plots for resident developmental programs) & assists personnel & residents involved in farm & field work.

Directs & assists in grounds upkeep & snow & ice removal; insures proper care & maintenance of equipment used (e.g., tractor, ditch mower, snow plow).

Provides higher-level management with reports concerning conditions & maintenance of leased &/or non-leased farm land & farm buildings.

### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of basic farming techniques & practices; fractions, decimals & percentages; supervisory principles/ techniques\*. Skill in operation & maintenance of farming tools &/or equipment. Ability to deal with problems involving several variables within familiar context; prepare & maintain concise & meaningful reports; demonstrate physical fitness.

(\*)Developed after employment.

### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 12 mos. trg. or 12 mos. exp. in basic agricultural farming.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Position responsible for crop spraying must obtain herbicide/pesticide applicator license as issued by Department of Agriculture within 1 yr. from date of hire.

### **UNUSUAL WORKING CONDITIONS:**

May be required to work outdoors more than 50% of time; may use dangerous equipment.