

CORNELL UNIVERSITY*
STAFF POSITION DESCRIPTION

Date: 11/18/09

The university job title classification will be determined in accordance with the [Position Classification Process](#).
Please refer to the [Guidelines for Preparing the Staff Position Description](#) prior to completing this document.

Current Incumbent, if any: <u>New position</u>	Position #: <u>00112782</u>
University Job Title: <u>Farm Manager I</u>	Pay Band: <u>F</u>
Working Title (if different): <u>Coordinator – Horticulture Research Farms</u>	Exempt: <input checked="" type="checkbox"/> Nonexempt: <input type="checkbox"/>
Department Name: <u>Department of Horticulture</u>	Dept Code: <u>AG-HORT</u>

Immediate Supervisor's Name and University Job Title: Marvin P. Pritts, Professor and Department Chair

POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

As the Farm Manager, in the College of Agriculture Life Sciences, Department of Horticulture, oversee the direction and management of the Cornell Orchards. Cornell Orchards is a working orchard, vineyard and fruit farm managed by the Department of Horticulture that supports the teaching, research and extension mission of the Department and College. This includes managing more than 168 acres of University-owned land and the marketing of farm produce. In addition, the Manager will oversee BlueGrass Lane (Ornamental and Turfgrass Research Center) and the student winery. In conjunction with the Department Business Administrator, develop and manage a unit budget of \$500,000, of which 90% is derived from sale of goods and services. Provide leadership for managing the teaching and research facilities at three Cornell farm locations: Cornell Orchards (Ithaca and Lansing locations), Bluegrass Lane and the student winery located at the Orchards. Maximize the efficiency of the farm operations (income/expenses) while recognizing that mission-critical functions have priority. Provide faculty and students the support to conduct mission-critical functions. This includes assignment and scheduling of space, equipment and facilities. Interact with faculty, researchers, and graduate students to coordinate staff assistance, vehicle and equipment use, class visits and tours, public programs, and outreach efforts that occur on the farms. Direct participation in these efforts may be required. Expertise needed in all aspects of harvest, storage and sales operations. Develop long-term plans for crop rotation, design, location, renovation of perennial plantings. Oversight of hiring and supervision of 15-20 temporary staff, 5 full time union workers, and 3 full time non-union staff. Supervise the training of students and employees on the handling of pesticide treated products, tractor and equipment safety, and winery use to ensure a safe and clean working environment. Adhere to all farm policies, and ensure a safe work environment. Oversee the operation and maintenance of heavy equipment and operations of facilities. Implement timely and efficient pest management plans and develop and maintain recordkeeping system.

Design and manage irrigation systems to ensure irrigation systems function properly. Assist in hosting field days and extension events. Provide technical project design services and support to ensure plants in research plots grow appropriately. Collaborate with Cornell University Agriculture Experiment Station (CUAES) farm manager to conserve resources and share labor. Meet quarterly with faculty and researchers to determine needs and set priorities for research.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

Bachelors degree or equivalent in Horticulture or related field, with three to five years of experience in a commercial horticulture operation or combination of education and experience. Discretionary judgment will be exercised regularly. Experience with fruit production and/or golf course/sports turf management. Excellent communication skills are required. Ability to multi-task is a necessity. Must be familiar with Microsoft Word, Excel, and have the ability to learn to use irrigation control system software, specifically Toro Site Pro. Must be able to interact well with a wide range of clientele, including customers, students, faculty and staff. Must have sound judgment with the ability to make quick decisions when necessary, yet appreciating the expectation that clients need to have input into decisions when possible. Must be comfortable operating in an environment where expectations are high, financial resources are limited, and authority is highly dispersed. Must be able to obtain a valid NYS commercial pesticide applicator's license within 60 days. Must have a valid New York State driver's license. Prior supervisory experience required. Must be able to lift between 20-50 lbs. Ability to work in difficult conditions at times, including all types of weather conditions. Must maintain safety protocols at all times, including seeking best practices for pesticide and herbicide applications.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

Master's degree in Horticulture preferred. Familiarity with Cornell University financial system. Familiarity with design software (CAD) and GPS interfaces for developing site maps. Previous experience working in an academic environment. Previous experience working in a union environment helpful.

Staff Skills for Success

(The following skills are essential for individual and organizational success)

SKILLS**EXAMPLES OF DEMONSTRATED BEHAVIOR****Inclusiveness**

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

**Self
Development**

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

	Approximate % of time, Annualized
<p><u>Budget and Marketing:</u></p> <ul style="list-style-type: none"> • Develop and manage budgets, help plan marketing strategies. • Implement cost recovery strategies for a >\$500K operation (including three research farms, controlled atmosphere storage, sales room, and student winery). • Prepare sales reports and projections. • Report preparation and remain current with correspondence (e.g., email). • Coordinate purchase and inventory of agricultural chemicals, supplies, equipment and materials. Work with Department Manager and College Business Service Center to ensure policies are followed for procurement of goods. 	15%
<p><u>Research project collaboration:</u></p> <ul style="list-style-type: none"> • Recommendations to faculty on facility operations and needs. • Collaborate with faculty and researchers in planning, layout, maintenance, collection and recording of data from research and demonstration plantings and experiments. • Develop long-term plans for crop rotation, design, location, renovation of perennial plantings. • Develop, design and modify irrigation systems, earthwork, drainage systems, electrical power, controls/sensors, fencing and research plot layouts. • Plan and implement integrated pest controls and many other tasks typical of horticultural research. 	15%
<p><u>Supervision:</u></p> <ul style="list-style-type: none"> • Supervision of operations staff and oversight of programmatic staff. • Hire, supervise and evaluate staff (union and non-union). • Develop work schedules to meet program needs. • Work with and organize employees in accomplishing research farm and winery tasks. • Foster a safe work environment and adhere to all applicable local, state and federal requirements for worker and public safety. • In conjunction with Human Resources, work through employee issues, including union grievances, employee relations, managing performance, leaves, etc. 	15%
<p><u>Record Keeping</u></p> <ul style="list-style-type: none"> • Develop and supervise pest management programs in consultation with faculty and appropriate staff. • Develop and maintain record-keeping systems required for planning and operation of unit, including pesticide storage and use. • Provide for pesticide record-keeping, Worker Protection Standard posting system, pesticide reference material, pesticide inventory management, application equipment upkeep. • Oversee purchase and maintenance of inventories of agricultural chemicals, supplies, equipment and materials. • Develop and modify Hazard Analysis Critical Control Points (HACCP) plans when appropriate to ensure safe production of food products, and keep records required to maintain a winery license. 	20%
<p><u>Facilities Maintenance and Safety:</u></p> <ul style="list-style-type: none"> • Provide for upkeep of facilities and resources. • Oversee maintenance and operation of research farm equipment, storage units, drying ovens, weather monitoring stations, cold storages, packing and grading equipment, and fleet. • Supervise training of students and employees on the handling of pesticide treated products, tractor and equipment safety, and winery use to ensure a safe and clean working environment. • Ensure that facilities are clean and sanitized where appropriate. • Ensure that all Facility protocols, procedures and staff adhere to safety requirements. Safety and health of the staff will be assured by scheduling safety/ training sessions such as hearing tests, CPR training, and pesticide applicator training on a regular basis. Work directly with departmental staff members, and union trade workers to remedy facility problems. • Work with Environmental Health & Safety to ensure compliance for facilities. • Oversee and participate in as needed with mowing; fertilizing; pruning; pest control; seeding and site preparation; sod cutting, rolling and placement; tree planting and transplanting, mulching; plant container handling; manual irrigation; cider-making; heavy and light equipment operation; carpentry; janitorial services. 	15%

<p><u>Irrigation Management:</u></p> <ul style="list-style-type: none"> • General irrigation control systems installation, repair and maintenance. • Management of a complex, computer-controlled system at Bluegrass Lane. • Management of water supply, including quality and quantity. • Maintenance of rain shelters. 	15%
Other duties and special projects as assigned.	5%

TOTAL 100%

ADDITIONAL COMMENTS: USE EXTRA PAGES IF NECESSARY.

FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION

Please double-click the appropriate box and then choose the option "Checked".

MINIMUM EDUCATION EQUIVALENCY:

- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate's Degree
- Bachelor's Degree
- Training beyond Bachelor's, less than Master's Degree
- Master's Degree
- PhD/EdD/JD/ or LLB
- MD/DVM

MINIMUM JOB-RELATED EXPERIENCE:

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

- Limited; immediate group/department
- Moderate; beyond the department
- Substantial; beyond college/admin unit
- Significant; beyond university

INTERACTION WITHIN UNIVERSITY:

- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH STUDENTS:

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE UNIVERSITY:

- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Supervises, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within department or minimal student/employee effect
- Multiple functional areas with limited student/employee effect
- Entire department or moderate student/employee effect
- Several departments or significant student/employee effect

DIRECTION RECEIVED:

- Detailed instructions or guided by standard policy/procedure
- General Supervision
- Very general direction
- Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and information technology infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology and data infrastructures.

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

* Check applicable level after considering reasonable accommodations.

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