

SENIOR MAINTENANCE MECHANIC I (HILLTOP HANOVER FARM)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for assisting in the management of Hilltop Hanover Farm and Environmental Center by performing a wide variety of crop management tasks as well as responsibility for the operation of the farm's on-site retail market. Responsibilities involve serving as a working supervisor for both the farm and market; assisting in planning, coordinating, and implementing a work program for lower-level maintenance personnel, volunteers and not-for-profit consulting staff, and performing simple administrative procedures to manage and document market activities. This is a journey-level position in which the incumbent is fully proficient in the skills and practices of crop management for vegetables and herbs, with full knowledge of the associated principles and techniques in the field. The incumbent of this position exercises independent judgment, but work is usually received through oral or written instructions. Incumbents at the journey-level have the responsibility for determining methods, techniques, materials and devices best suited to complete projects. Additionally, work at this level may be completed with little or no check during progress or on completion, but the supervisor may check the overall work product, as needed. Supervision may be over a number of lower-level maintenance and labor employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, plans, schedules, and participates in the production of annual vegetable and herb crop plans and in the overall grounds maintenance for Hilltop Hanover Farm;

Supervises, plans, schedules and participates in regularly scheduled crop maintenance and grounds maintenance tasks to include fertilizing, pest and disease control, watering, reseeding, mowing, pruning, planting, weeding, leaf cleanup, etc.;

Oversees and/or participates in field maintenance, fencing, mowing and irrigation functions to ensure the integrity of the farm's infrastructure;

Assists in the preparation of annual crop plans; estimates costs to assist in budget preparation;

Orders materials and supplies; maintains an inventory and keeps records of same;

Plans and implements a weekly planting schedule; insect and weed control procedures, cultivation, and procedures to monitoring soil fertility;

Makes routine inspections of crop production to ensure work is performed in accordance with vegetable and herb cropping standards as well as departmental protocols;

Supervises the use and schedules the maintenance of equipment used such as tractors, plows, and other groundskeeping equipment;

Oversees and participates in the operation of the on-site retail farmer's market by ensuring the market is well-stocked and that staff procedures regarding the collection and recording of money are followed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains records of retail activities for submission the department's finance and administration division;

Ensures the retail area is maintained in a clean and safe manner for both staff and the general public;

Recommends new equipment and methods to increase productivity;

Maintains records of work done, supplies used and supplies in need of ordering;

Prepares personnel time sheets, requisitions necessary materials and supplies, and prepares other reports as required;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required;

Participates on advisory teams such as the nonprofit Friends of Hilltop Hanover Farm; prepares monthly activity reports of meeting activities;

Establishes and maintains liaison with community partners, such as food pantries and schools;

May participate in snow removal, etc., as assigned;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, procedures and techniques of modern crop management; thorough knowledge of the operation and maintenance of farm equipment; thorough knowledge of the processes, methods and terminology necessary to the growing of crops and hay; thorough knowledge of the accident and safety precautions of the trade; good knowledge of building repair and maintenance; good knowledge of grounds care; good knowledge of agricultural chemicals such as fertilizers and pesticides; ability to organize, schedule and plan the work of farm staff and volunteers; ability to understand and carry out written and oral instructions; ability to work effectively with supervisory and executive personnel in carrying out the duties of the position; resourcefulness; initiative; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative in carrying out and seeking improved work methods; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of experience in the maintenance and operation of a working farm, which must included the cultivation and harvesting of vegetable and/or herb crops and the application of pesticides.

SUBSTITUTION: Satisfactory completion of an Associate's Degree* in Agriculture, Environmental Resources, or a related agricultural field may be substituted on a year for year basis for up to two years of the required experience.

SPECIAL REQUIREMENTS:

- (1) Depending on work assignment must possess a valid Commercial Drivers License (CDL) appropriate to the vehicle(s) operated.
- (2) Depending on work assignment must be a Certified Pesticide Applicator in New York State, within the appropriate category.
- (3) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.