**Title:** Farm Superintendent

**Date:** March 17, 2023

**Department:** Farms/University Forest

**Reports To:** Associate Director, Maine Agricultural and Forest Experiment Station (MAFES)

**PURPOSE:** The incumbent in this position is responsible for managing the agricultural and associated operations of the J. F. Witter Teaching & Research Center. The Witter Center includes the Witter Farm, Rogers Farm and other property in Orono and Old Town, Maine. The center provides facilities and staff support for research directed by faculty scientists of the University Experiment Station, instructional and experiential programs for students in animal and veterinary sciences and agriculture, and some educational programs of University of Maine Cooperative Extension. The incumbent is responsible for arranging and assisting in field and other farm work, as well as arranging and assisting in equipment and infrastructure management (maintenance, repairs and replacement).

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* In consultation with the Associate Director of MAFES and research and extension scientists, develop operational policies and plans for the Witter Center.
* Lead and assist with farm field work and perform other reasonable related duties as assigned.
* Manage and perform maintenance and repair of facilities. Coordinate with Facilities Management to develop proposals for major alterations or new construction and make recommendations to the Associate Director.
* Oversee and perform repair and maintenance of farm machinery and auxiliary equipment, particularly at the Witter Farm.
* Supervise farm employees, assist in hiring, setting employee goals and assignments, completing performance evaluations, and ensuring employee compliance with required training and university policies. Provide job-specific training.
* Consult on faculty extramural funding submission to ensure adequate resources are available and budget is adequate. Manage direct cost recovery forms from faculty and other scientists and manage and schedule the center resources for providing effective assistance. Coordinate with teaching faculty and extension educators for on-farm activities as appropriate.
* Manage and provide oversight of financial resources and processes, including recommending and managing annual budgets for the operation of the center to the Associate Director and college Finance Office. Purchase farm supplies and equipment. Approve invoices for payments on purchases or services. Handle other routine financial matters.
* When and if possible, develop farm revenue opportunities, and market farm products not used for research and transmit payments to college Finance Office.
* Ensure compliance with University of Maine, state, and federal safety, environmental, and animal care regulations as appropriate. Maintain best agricultural practices. Maintain a safe working environment for employees, students, and visitors.
* Work with the Associate Director of MAFES to help provide security for the center premises.
* Work collaboratively with other university units and offices and representatives of agricultural industry groups. Maintain satisfactory relationships with abutting landowners.
* Develop and maintain professional relationships that reflect courtesy, civility, and mutual respect.
* Build productive relationships with internal and external constituencies.
* Utilize coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commit to organizational improvement by identifying opportunities to improve and recommending possible alternatives for a situation.
* Perform other reasonably related duties as assigned.

**KNOWLEDGE/SKILL QUALIFICATIONS:**

**Required:**

* Typically has the education associated with a B.S. degree in agriculture or related field.
* Experience in farm operation and farm management experience with crop, forage, and livestock management.
* Demonstrated experience in supervising farm workers.
* Experience with farm equipment and infrastructure maintenance.
* Demonstrated ability to solve problems and overcome challenges.
* Demonstrated ability to develop financial budgets and administering financial resources.
* Ability to respond to security issues within one hour.
* Excellent oral and written communication skills.
* Ability to work outdoors in a variety of conditions, including heat, cold, dust, mud and snow.
* Ability to lift up to 50 lbs.
* Must have a valid Maine class B driver's license or obtain one within 60 days of employment.
* Must also have a valid Maine commercial/master pesticide applicator's license with a demonstration and research category endorsement or obtain one within 60 days of employment.

**WORK ENVIRONMENT/DYNAMICS:** The superintendent works in numerous environments. While most work is performed at the center, some travel to other University of Maine campus locations is required. Some early morning, evening, and weekend work is also required. The job requires working outdoors in a variety of conditions, including heat, cold, dust, mud, and snow. The job also requires the operation of noisy equipment. Indoor work related to planning, budgeting, and other paperwork is also required. The superintendent is responsible for after-hours and weekend security at the center.

**WORK YEAR:** This is a full-time, fiscal year appointment.

**SUPERVISORY RESPONSIBITIES:** One to two professional employees, one to four classified employees, and students and temporary employees to include scheduling and assigning work, disciplinary actions, evaluating performance, hiring and termination.

**POSITION TYPE:** Full-time, ongoing, base budgeted appointment.

**SCHEDULE FOR EVALUATION:** In Accordance with UMPSA Agreement.

**JOB FAMILY/SALARY BAND:** Job Family 11 / Salary Band 05

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

Appropriate background checks required.