

AGRICULTURAL FARM AND ENVIRONMENTAL SCIENCES TECHNICIAN

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, plans and implements day-to-day activities in the production practices and projects related to the Agricultural, Environmental, and Natural Resource programs; operates agriculture equipment safely; trains, assists, and provides guidance to participating students from in the classroom and during hands-on training opportunities; provides work direction to student employees, student workers, and short-term, temporary staff.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Operates farm and horticultural equipment in the tillage, planting, growing, and harvesting of a variety of field, forage, horticultural, and ornamental crops. Drives and operates a vehicle.*
2. Maintains and repairs equipment; calibrates and performs field adjustments of equipment, as needed. *
3. Assists, instructs, and guides students and employees in the operation, maintenance, and repair of equipment. *
4. Schedules the operation, maintenance, and repair of equipment. *
5. Schedules and performs the operation, maintenance, and repair of irrigations systems used for designated farms and fields including but not limited to forage, crops, vineyard, and orchard located on District property. *
6. Constructs, maintains, and repairs the physical structures and specialized habitat facilities located on designated farm and wildlife refuge. *
7. Assists with demonstrations related to a variety of livestock care, maintenance, management, and restoration uses on designated farm and wildlife refuge. *
8. Works cooperatively with department staff in the development and implementation of both short-and-long-term plans for the designated farm and wildlife refuge. *
9. Assists instructors in safely monitoring Agricultural classes and labs. *
10. Provides direction for the activities related to farm operation including but not limited to crop planning, production, and marketing. *
11. Develops and oversees revenue generating programs to facilitate agricultural projects. *
12. Performs a variety of administrative and accounting responsibilities including but not limited to tracking and monitoring assigned budgets and accounts, creates and submits purchase orders (POs) for supplies, receives, reviews, and signs supply and equipment orders for programs, receives and deposits revenues to department staff, as appropriate; Assists department staff with budgetary review of the farm and wildlife refuge accounts.*
13. Maintains records, reports, and timesheets related to the area of assignment. *

14. Researches and identifies opportunities to obtain additional agricultural or environmental resources such as donated equipment and supplies. *
15. Monitors agricultural maintenance and planting schedules; properly mixes fertilizers and pesticides for proper application in designated agricultural facilities including but not limited to farmland, wildlife refuge, and fields; utilizes fertilizers and pesticides to control a wide variety of foliage and crops including but not limited to the District's vineyard, orchard, access ways, and invasive species; tracks, monitors, and maintains an adequate inventory of supplies. *
16. Oversees activities related to grazing land and wildlife refuge; conducts biological monitoring of District property; maintains and repairs campus perimeter and interior fencing for designated farm and wildlife refuge. *
17. Works with facilities to maintain knowledge of laws and regulations relevant to wildlife refuge; ensures campus is compliant with codes, laws, rules, and regulations. *
18. Provides learning opportunities for students registered in the Work Experience or Work Study classes. *
19. Represents the District to the public by assisting with conducting agricultural and wildlife refuge tours; hosts and/or participates in various events; sets up displays and provides information related to the Agricultural programs available to students and the public. *
20. Utilizes computer software programs and applications, computer hardware, and peripheral equipment to perform administrative tasks related to the area of assignment.*
21. Ensures facility security, safety, and lockup in the Mechanized Agricultural area. *
22. Participate in supervisor, department, and land use committee meetings. *
23. Partners with the county wildlife, game, and Park Rangers when engaging wildlife in a variety of situations related to injured or dead wildlife on District property and wildlife refuge. *
24. Provides work direction and oversees student employees, student workers, and short-term, temporary staff. *
25. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
26. May serve on a variety of District committees as requested.
27. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Associate degree* with coursework in Agriculture, Horticulture, Environmental Science, or related discipline; **AND**
- Two (2) years of increasingly responsible experience working in an agricultural, environmental, or related environment directly related to the duties and responsibilities of the position.
- Or, any combination of education and experience in an environment which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Forklift operations certification.
- Experience in an educational environment.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Possession of, or ability to obtain a Qualified Applicator's Certification for Pesticide use.
 - Certification must be obtained within six (6) months of hire and must be held and maintained throughout employment with the District.
- Required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- Required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules and regulations affecting department activities.
- Emergency procedures and protocols for a variety of hazardous situations including but not limited to fire, flood, and accidents.
- Indigenous plants and animals living, growing, and propagating in the agricultural environment, farmland, wildlife refuge, access ways, crops, vineyard, orchard, and local fields.
- Farm animals hosted or owned by the District.
- Tools and equipment to maintain and repair farmland fencing, lean to, shelters, watering stations, etc.
- Maintenance of farmland to keep livestock healthy and safe.
- Methods, practices, materials, equipment, and agricultural principles used in crop production, livestock production, repair, and maintenance of equipment, welding fabrication, buildings, and special facilities.
- Pesticide application.
- Environmental safety precautions related to the area of assignment.
- Emergency protocols related to agricultural, farmland, livestock, environmental resources, wildlife refuges and other areas within the scope of the position.
- Occupational Health and Safety Administration (OSHA).
- Maintaining recording, files, file sharing, and filing systems.
- Specialized terminology related to the area of assignment.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Learn, interpret, and apply policies, procedures, rules, and regulations of the District and department.
- Comply with state and program reporting requirements.

- Work collaboratively with law enforcement, Park Rangers, emergency organizations, and environmental agencies related to the area of assignment.
- Rules and regulations related to the control, migration, and interruption of wildlife and/or plant life.
- Identify indigenous plant and wildlife located on District property and the wildlife refuge.
- Use and apply good judgement.
- Maintain and understand a sense of urgency related to needs of the position.
- Identify safety hazards and provide warning signs, fencing, or other barriers to keep students, staff, and the public out of harm's way.
- authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate effectively, both verbally and in writing.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Operate agriculture equipment.
- Plan, plant, produce, and harvest plant and animal products.
- Operate, maintain, and repair a variety of agriculture and construction related equipment and tools.
- Collect and compile data to create and disseminate information and reports related to the area of assignment.
- Independently apply good judgment in making decisions.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Record keeping, filing, file sharing, and filing systems methods and techniques.
- Make required mathematical calculations accurately.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Work cooperatively with culturally and ethnically diverse groups.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, emergency agencies, agricultural and livestock agencies and organizations, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

The incumbent in this classification will be required to exert ongoing physical activities; sustained physical exertion of moderate to heavy physical effort, at times; operate vehicles and heavy machinery in which manipulative skills and hand/eye coordination are important for safe and productive operations.

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 80 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and verbal communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily outdoors where extreme weather and safety conditions exist such as heat, cold, ice, rain, snow, and winds; incumbents often encounter wildlife and invasive horticulture that may be poisonous or harmful; incumbents utilize and are exposed to hazardous chemicals such as various pesticides to maintain areas and control pests within the area of assignment; utilizes a variety of mechanical and farm equipment, tools with sharp blades, moving parts, and electrical components.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.