



JOB DESCRIPTION

JOB TITLE: Asst. Farm Manager

REPORTS TO: Farm Manager

CLASSIFICATION:

STATUS: Full-time, exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: The Employee must be able to perform all types of farm and livestock operations to support the Farm manager in the daily operation of the College's Farm and Ranch. Maintain facilities and grounds, daily checking/feeding of the Bull Test and daily care of all farm animals under the direction of the Farm Manager. Support the Farm manager in all campus wide farm activities. Assist with departmental activities including recruiting and general academic assistance in support of the Division of Agriculture

DUTIES AND RESPONSIBILITIES:

Farm Operations

- Assist Farm Manager in the daily operation of the college farm
- Provide daily animal care and assist with farm operations assigned
- Perform general farm maintenance and construction as required
- Responsible for operating Backhoe and heavy-duty farm tractors as required
- Hay cutting and baling in season
- Minor welding repairs to metal structures on campus
- Responsible for mechanical and welding work if needed in support of farm operations
- Responsible for general maintenance and upkeep of the equipment and vehicles
- Must be willing and able to perform necessary manual tasks
- Keep facilities and equipment clean and in a manner that is presentable to the public
- Perform the duties necessary for a successful college farm and livestock operation without time and weekend constraints
- Provide reports and information as requested
- Assist with daily show cattle assessment and monthly sale and breeding reports
- Assist with the Bull Test as necessary
- Maintain facilities at the college farm and at the South Ranch
- Maintain equipment, supplies and vehicles related to the college farm

- Assist the farm A.I. program and herd health management schedules
- Assist in livestock selection purchases and culls to maintain premium quality herds

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of livestock operations
- Ability to handle farm/livestock equipment
- Ability to work well with a diverse population
- Demonstrated willingness and ability to act ethically and socially responsible
- Ability to work well with a diverse population
- Computer proficiency, including the use of Microsoft Office

EDUCATION/ EXPERIENCE REQUIRED:

- High School Diploma required; Associate degree preferred
- Commercial Driver's License preferred
- Experience with Purebred and Commercial herds preferred
- Experience with farm equipment preferred (i.e. tractor, implements, etc.)

SPECIAL REQUIREMENTS:

- Must be able to sit, bend, stoop, and to lift up to 50 pounds
- Must be able to work outdoors in all weather conditions (i.e. high/low temperatures)

Application:

Submit a CSC employment application, transcript(s) and resume to:

Connors State College
Human Resources
700 College Rd
Warner, OK 74469

E-mail: cchr@connorsstate.edu

Phone: 918-463-6334

Website: <https://connorsstate.edu/hr/jobs/>

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____