

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: FARM MANAGER, RESEARCH & EXTENSION

Reports To: Designated Supervisor

UW Job Code: 3006

UW Job Family: 36 - Agriculture Extension and Research

SOC Code: 11-9013

FLSA: Exempt

Pay Grade: 23

Date: 8-1-00 (revised 7-1-02; 2-24-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Cooperate/collaborate with the Director of the Research & Extension Center and/or Department Head in the planning and supervision of crop and livestock research projects, work schedules, and special events; responsible for the organization, coordination, and supervision of daily operations and maintenance of facilities and equipment at the Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cooperate with the Director of the Center and/or Department Head in the planning and supervision of crop and livestock research projects, planning farm work schedules, and planning and implementing special events (field days, etc.).
- Assist Director/Department Head with budget development, management, selection and hiring of agricultural assistants and summer help, and ensure security of facilities, equipment, tools, and supplies.
- Work closely with the Center Director/Department Head and researchers to ensure cooperation and communication on crop and livestock research/demonstration plots and facilities for livestock trials including supervision and assistance in land preparation, planting, cultivation, weed and pest management, chemical application, irrigation, harvesting, feeding, and other duties as needed.
- Participate in planning and layout of crop and livestock research plots and trials.
- Compile and maintain records on crop and livestock research plots and trials.
- Provide data collection and assist with the preparation of reports.
- Maintain research plot and field histories.
- Organize, supervise, and participate in daily operations and maintenance of the research center including develop daily/weekly/monthly work schedules and assignments, ensure employees receive needed training, develop and maintain records, including service schedules for facilities, equipment, and vehicles, maintain records and manuals on animal care, facility/equipment operation and

maintenance, and develop maintenance budgets and schedules for facilities and grounds, supervise and participate in regular maintenance activities and repairs to facilities and equipment as needed.

SUPPLEMENTAL FUNCTIONS:

- Work with Director of R&E Center /Department Head to maintain good communication and foster teamwork among all levels of personnel.
- Conduct tours for individuals or groups.
- May transport or be responsible for the transportation of livestock, equipment, livestock feed and other supplies on behalf of the University of Wyoming.
- Provide oversight for livestock management practices, and all crop production practices.
- Assist with observations and maintaining research animals and/or crops; assist with the design and construction of special facilities and equipment for containing livestock or research animals.
- Extra work hours may be required during peak seasons such as planting, harvesting, or livestock management.
- Assist with other special projects as assigned.

COMPETENCIES:

- Strategic Planning
- Consistency
- Technical/Professional Knowledge
- Work Prioritization & Management
- Adaptability
- Stress Tolerance

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Valid Wyoming Commercial Pesticide Applicator's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Animal Science and Crop Science theory, methods and practices.
- Care and feeding of livestock and/or research animals including monitoring health patterns and recognizing symptoms of illness, disease, or injury.
- Proper agronomic and horticulture practices including, but not limited to tillage, planting, irrigation, harvest and pesticide applications.
- Safe equipment operation and safety rules associated with agricultural research center.
- Budget preparation and management.

- Conflict management and problem resolution concepts, theory and practices.
- Basic computer software applications.
- Supervisory methods and practices.
- Training methods and practices.
- University, state, city, county and federal rules and regulations applicable to area.

Skills and Abilities to:

- Perform acceptable farming practices.
- Effectively communicate verbally, in writing and electronically.
- Provide effective problem resolution, supervision and training.
- Assist with budget development and monitor expenditures.
- Order supplies and equipment following department procedures.
- Manage projects including scheduling work assignments, maintaining records, writing reports, and meeting project deadlines.
- Provide basic computer operation for reporting and records management.
- Regularly move up to 50 pounds and occasionally move up to 100 pounds.
- Have hand/eye coordination and manual and physical dexterity to safely and effectively operate and maintain farm facility, equipment and tools, and maneuver around livestock.
- Travel, when required for meetings, training, transportation of livestock or grain, or supplies and equipment.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Agricultural research facility, farm, and animal laboratory environment(s); regularly exposed to noise, fumes, dirt/dust, confined spaces, and temperature changes; occasionally subjected to chemical, mechanical, and electrical hazards; routinely exposed to adverse weather conditions; some travel is required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.