

## **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: ASSISTANT FARM MANAGER, RESEARCH & EXTENSION**

**Reports To:** Designated Supervisor

**UW Job Code:** 7262

**UW Job Family:** 36 – Agriculture Extension and Research

**SOC Code:** 45-1011

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 8-1-00 (revised 7-1-02; 3-7-03; 7-1-04; 7-1-06; 7-1-08)

### **JOB PURPOSE:**

Assist in the management and supervision of a University Agricultural Center; manage, supervise and perform farming and livestock duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage, supervise and participate in the irrigation, fertilization, application of chemicals, harvesting of hay and care of dairy herd and equipment.
- Work as liaison with feed mills, substations and supply companies.
- Operate, maintain and repair equipment used in agriculture and farming.
- Assist faculty in conducting research and data collection.
- Estimate the needs for the general farming operations.
- Care and treatment of animals including branding, castrating, dehorning cattle, docking, and herding sheep.

### **SUPPLEMENTAL FUNCTIONS:**

- May assist in building maintenance, repair and remodeling as necessary.
- May assist in training and supervision of existing farm crew and part-time staff.
- May act as Farm Manager in Farm Manager's absence.
- May travel to other centers to transport and test livestock and collect data.
- May work at other livestock units as needed.

### **COMPETENCIES:**

- Adaptability
- Attention to Detail
- Collaboration

- Consistency
- Quality Orientation
- Safety Awareness

## **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.
- Proper agronomic and horticulture practices including, but not limited to tillage, planting, irrigation, harvest and pesticide or herbicide applications.
- Common techniques used in the care and feeding of domestic animals and crops.
- Safe equipment operation and safety rules associated with agricultural research center.
- Supervision and training techniques and practices.
- University, state, city, county and federal rules and regulations applicable to area.
- Basic computer applications.

Skills and Abilities to:

- Follow instructions and perform acceptable farming practices.
- Communicate and deal effectively with farmers, ranchers, state and federal agencies and the public.
- 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.
- Recognize symptoms of livestock and crop illness, disease or injury and be able to treat effectively.
- Assist with maintenance and record-keeping for facility, equipment and supplies.
- Travel, when required for meetings, training, transportation of livestock or grain, or supplies and equipment.
- Assist with supervision and training of assigned staff.
- Operate computer to maintain records.
- Move up to 100 pounds regularly.
- Work as team member and foster a cooperative work environment.

## **WORKING CONDITIONS:**

Most work performed outdoors; regular exposure to dirt, dust, noise, adverse weather conditions and mechanical hazards when operating farm tools/equipment.

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.