



Midpeninsula Regional Open Space District

FARM MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of semi-skilled work in the construction, modification, maintenance, and repair of District farm grounds and facilities; assists in the care and feeding of animals; uses and operates a variety of manual and power tools and equipment; responds to requests and inquiries from the public and provides visitor information; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Maintenance, Construction, and Resource Supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned seasonal staff and/or volunteers.

CLASS CHARACTERISTICS

This is a single-position class that performs the full range of duties required to ensure that District farm grounds and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Positions work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other operations classifications by its focus on maintenance and construction of farm grounds and facilities. This class is further distinguished from the Maintenance, Construction, and Resource Supervisor in that the latter is the full supervisory-level class and has responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in open space maintenance and construction operations.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of semi-skilled construction, maintenance, and repair activities of District farm grounds and related facilities to ensure safe and efficient access for the public and staff.
- Performs facilities and structure construction and maintenance, including semi-skilled carpentry, painting, electrical, and irrigation and plumbing tasks and general custodial duties.
- Coordinates construction and maintenance projects, including evaluating project site, ensuring availability of equipment and materials, calculating measurements, reading and interpreting technical specifications and plans, and recommending and implementing changes as needed.
- Repairs and maintains farm equipment and structures, including fences, gates, corrals, animal structures, ponds, buildings, and restrooms; prepares facilities for farm program activities.
- Provides care to farm animals by providing food, water, and comfort; observes animal behavior and health; isolates sick, quarantined, or injured animals; notifies supervisor or other staff if an animal needs immediate veterinary care.
- Provides farm interpretive services, including the history of the farm and preserve, animal and environmental education and information on other farm programs, and tours of the farm and facilities.
- Sells farm products, including eggs, produce, and other merchandise to the public.

- Orders supplies and equipment for work projects; researches vendors and negotiates prices; maintains records of purchase orders; monitors expenditures; may estimate costs of construction and maintenance work, supplies, equipment, and materials.
- Performs resource management tasks around farm grounds, including identifying, removing, and spraying non-native invasive plants and pest control; provides information to resource management staff as needed.
- Cultivates and irrigates orchards and gardens; assists with pruning and maintaining beds as required.
- Operates and maintains a variety of mechanical and power tools and equipment and farm vehicles, such as pick-up truck, small tractor, brusher, mower, pressure washer, saws, all-terrain vehicle, and various hand tools required for construction, carpentry, plumbing, and maintenance duties performed.
- Inspects assigned areas for future work projects; completes and submits work orders.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Oversees volunteers, scouts, seasonal workers, and/or other groups on assigned projects; inspects work to ensure quality control, proper use of equipment, and safety of participants.
- Inspects facilities and work areas to ensure a safe work environment; conducts inspections to ensure safe storage and disposal of hazardous materials.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Receives and acts upon complaints, referrals, and concerns from the public; responds to and performs work in emergency situations as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and equipment for maintaining and repairing farm grounds, structures, and related facilities.
- Principles and standard practices of several trades as they apply to construction, maintenance, and repair of open spaces, parks, and related structures, including carpentry, plumbing, electrical, painting, and irrigation work.
- Principles of animal behavior and humane care.
- Basic principles and practices of resource management, including weed management.
- The operation and minor maintenance of a variety of hand and power tools and light equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping, report preparation, and cash collection and handling.
- Modern office practices, methods, computer equipment, and basic computer applications.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform a variety of construction, modification, maintenance, and repair work with accuracy, speed, and minimal supervision.
- Handle animals in a humane and compassionate manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work; perform routine equipment maintenance.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Learn local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration.
- Learn District lands and boundaries.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in construction, maintenance, and/or repair of farm properties and related facilities and caring for farm animals.

Licenses and Certifications:

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild, and/or dangerous animals. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays. Must wear prescribed District uniform and adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

EFFECTIVE: December 2011
REVISED: N/A
FLSA: Non-Exempt