

## Position Description

**Title:** Farm Manager

**FLSA Status:** Exempt

**Reports To:** Research Director USA

**Location:** Kentucky

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**Position Primary Purpose:** Farm Manager, with all requirements of field management, planting, harvest, records, & budget planning

### **Essential Functions:**

Establish, make maps, and conduct data collection of breeding nurseries, and field trials according to research department standards as well as maintain nursery and trials.

Organize and analyze data, and prepare reports containing descriptive, analytical, and evaluative content. data summaries, and document preparation for the research department.

Maintain database of; nursery and trial activities, including dates of activities, data collected, treatments and applications.

Oversee temporary and hourly employees.

Maintain payroll records for temporary, hourly employees of the research department.

Inventory and order supplies needed for conducting plant breeding activities for the research department.

Oversee the timely application of chemicals, fertilizers, and treatments according to procedures and protocols.

Must maintain a current chemical applicators license. Use and maintain personal protective safety equipment as required.

Attend research and company meetings as requested

Provide input for budget planning of operational and capital expenses.

Manage the maintenance of all research equipment.

Constructs plant variety protection studies and other research studies according to procedures and protocols.

Collaborates and cooperates with staff from other departments.

Comply with all state regulations, federal regulations, compliance standards, and company policies, procedures and protocols.

### **Non-Essential Functions:**

Perform other tasks according to approved procedures and protocols as requested.

Performs various duties as needed to successfully fulfill the function of the position

### **Previous Experience:**

36 months experience working and managing a farm operation.

### **Education:**

Bachelor's degree or equivalent experience working in research activities related to crop variety development, golf course maintenance or landscape maintenance.

**Demonstrated Abilities:**

- Knowledge of chemicals, fertilizers, mechanics, equipment operation and maintenance.
- Good critical thinking and time management skills with the ability to meet deadlines.
- Ability to work independently and part of team.
- Excellent communication and collaboration skills.
- Proficient in MS Office (Excel, Word, PowerPoint, etc.)
- Analytical and math skills with the ability to collect, organize, and document and report on information with attention to detail and accuracy.

**Working Conditions:**

Physical

Continuous sitting or standing when performing farm duties. Frequent walking. Lifting up to 50 pounds. Continuous use of hands and manual dexterity in repetitive tasks such as simple grasping, twisting/turning of wrists; finger dexterity to perform various maintenance data collection, typing, maintain farm equipment. Continuous speaking and hearing for interactions with management and coworkers. Continuous clarity of vision at 20 inches or more for normal daily use in operating farm equipment and for computer tasks. Static strength the ability to exert maximum muscle force to lift, push, pull, or carry objects.

Mental

Continuous problem solving on routine matters. Frequent attention to detail. Continuous performance of basic numeric calculations, as well as writing, reading, comparing, and analyzing. Deductive reasoning, continuous alertness, precision, and concentration to ensure accuracy of work.

Environmental

Hours may vary dependent upon seasonal needs. Occasional travel required. Exposed to potentially hazardous, conditions; weather, chemical or slippery conditions of work area.

**NOTE:** Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, Skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements essential for making fair pay decisions about jobs.

I have read the position description and acknowledge my understanding of the duties and responsibilities set forth therein.