UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS
FARM OPERATIONS TECHNICIAN

<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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<tbody>
<tr>
<td>CL1</td>
<td>B21</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>CL2</td>
<td>B22</td>
<td></td>
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NATURE OF WORK

- For incumbents of **Career Level 1**, incumbents perform assigned farm operation responsibilities and tasks that vary according to the season and weather conditions. A majority of time is spent on tasks related to one area of farm operations.
- For incumbents of **Career Level 2**, incumbent independently coordinates and/or performs assigned farm operations. Tasks may be diverse, requiring general knowledge of several areas of farm operations, or may require in-depth knowledge of one area of farm operations.

TYPICAL CLASS RESPONSIBILITIES

(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Performs and/or oversees farm operations including, e.g., planting, seed preparation, field cultivation, spraying, harvesting; monitoring livestock; managing crop health; wood and brush cutting, road repair and mowing.
2. Operates a variety of vehicles, equipment and tools, e.g., welder and other shop equipment.
3. Performs and/or oversees repair and maintenance on farm machinery, auxiliary equipment, and buildings. Performs carpentry, painting, and/or plumbing not requiring a license to maintain farm facilities.
4. Maintains inventory within assigned area of responsibilities. Orders supplies and parts. Assists in major equipment purchases.
5. Coordinates and/or attends safety training.
6. Collects data and maintains accurate records.
7. Oversees and supports work of student and temporary workers.
8. Performs other duties of a similar nature and level.
<table>
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<th>LEVEL OF DECISIONS</th>
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<td>Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.</td>
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- **Career Level 1** incumbents determine the steps to take to complete assigned responsibilities and tasks. Incumbents may determine the order of the steps to be performed, and the tools necessary to complete the steps. Incumbents typically prioritize tasks on a daily basis based on established priorities and weather conditions.

- **Career Level 2** incumbents determine the tasks to be completed and prioritize tasks based on the impact to livestock or crops, risks to staff, and weather conditions.

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<th>DIRECTION RECEIVED</th>
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<tr>
<td>- <strong>Career Level 1</strong> tasks are completed following defined procedures and standards, the specific steps of each task are not defined.</td>
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<tr>
<td>- <strong>Career Level 2</strong> tasks are completed following broad goals and objectives, the specific tasks are not defined.</td>
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<th>DIRECTION PROVIDED</th>
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<tr>
<td>- <strong>Career Level 1</strong> incumbents may assign/delegate work assignments and smaller projects to student workers and/or temporary employees; May encourage teamwork and group efforts; May troubleshoot problems and issues commensurate with relevant experience.</td>
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<tr>
<td>- <strong>Career Level 2</strong> incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May motivate individuals and encourage group efforts; May handle the most complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.</td>
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TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

Incumbents assigned to Career Level 1 may be responsible for:
- Operating and maintaining farm equipment.
- Applying pesticides and herbicides.
- Planting and caring for crops.
- Purchasing supplies and materials.
- Collecting and recording data.

Incumbents assigned to Career Level 2 may be responsible for:
In addition to the CL1 level responsibilities:
- Repairing and/or recommending replacement of a wide variety of farm equipment.
- Identifying and prioritizing maintenance and repair needs.
- Monitoring livestock and crop health.
- Developing planting, feeding and watering schedules.
- Identifying and resolving safety issues.

TRAINING AND EXPERIENCE

Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.

- **Career Level 1**: High school diploma or equivalent (G.E.D.) AND sufficient experience, including one year farm operations experience.
- **Career Level 2**: Associate's degree in agronomy, animal sciences, or a related field or equivalent work experience and training AND sufficient experience, including three years farm operations experience.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. Additional qualifying experience may substitute for the education required of the assigned position.

LICENSING REQUIREMENTS

Incumbents in this class may require appropriate licensure in one or more of the areas below if the incumbent performs duties requiring such licensure:
- Certifications in forklift use and tractor operations
- Certifications in commercial pesticide applicators, fire control, and safety
- Certifications in CPR and first aid
- A valid license is required if operating motor vehicles
# UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

## FARM OPERATIONS TECHNICIAN

### KNOWLEDGE REQUIREMENTS

Classification knowledge requirements:
- Customer service principles;
- Regulations governing equipment operation;
- Proper use of assigned tools;
- Farm operations and procedures for operating, inspecting, maintaining, and storing assigned equipment;
- Occupational hazards and safety precautions related to operation of assigned motorized equipment;
- Record keeping techniques.

### SKILL REQUIREMENTS

Classification skill requirements:
- Providing exemplary customer service;
- Operating assigned tools and motorized equipment safely and effectively;
- Performing heavy manual labor for extended periods of time, often under unfavorable conditions;
- Making routine checks of equipment, identifying equipment malfunctions and performing routine cleaning and maintenance of equipment;
- Maintaining accurate and complete records and reports;
- Training and/or overseeing employees, if required;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to (give and) receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, fingering, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, wetness, humidity, fire, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises and travel.

### CLASSIFICATION HISTORY

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<tr>
<th>DATE</th>
<th>COMMENT</th>
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<tr>
<td>7/11/13</td>
<td>Final-added necessary license</td>
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The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.