

**Assistant Farm Manager Job Description Remick Country Doctor Museum and Farm
January 25, 2010 Version. Printed: Monday, February 01, 2010**

Job Title: Assistant Farm Manager

Purpose: Working under the supervision of the Farm Manager responsible for overseeing all aspects of farm operation and maintenance and repair of all the buildings and grounds owned by the Edwin C. Remick Foundation. Public demonstrations and behind the scenes work in a museum setting including basic carpentry, painting, general maintenance, working with animals, etc.

Note: The Assistant Farm Manager is intended to be trained to replace the current Farm Manager in two years.

Status: Year-round full-time position. Exempt or non-exempt dependent upon experience and training.

Benefits: Individual health insurance, holiday pay, vacation, sick leave.

Regularly Scheduled Hours: Monday-Friday 6:30 a.m. – 3 p.m. Will require weekends, evenings, and other hours as needed for haying, snow removal, sleigh rides, etc.

Duties:

All employees are expected to maintain appropriate standards of professionalism including but not limited to the following. Integrity and responsibility. Dependability, discipline, and dedication to the mission of the Foundation. Positive and supportive attitude towards the goals of the organization as defined by supervisor. Efficient and effective time management and the wise use of resources. Follow directions. Use and follow established forms, formats, procedures and guidelines. Trust, tact, polite, courteous, discretion, common sense, good judgment, confidentiality and loyalty. Proper and appropriate communication. Sufficient commitment, drive and energy to get the job done. Accept constructive criticism, follow directions, and work well under supervision. Multitask, exhibit flexibility, adjust to difficult and changing situations, conflict resolution.

Interpreting history to the public through demonstrations of historic agricultural practices. Animal care, training and husbandry including cattle, sheep, horses, hogs and other animals as may be acquired. Pasture rotation system. Foot care of all livestock.

Operation of historic vehicles, sleighs, wagons, carriages, etc. Landscape maintenance, mowing, haying, snow removal, haying, working in wood lot cutting, loading, stacking, splitting firewood. Basic carpentry projects including painting, repairing windows, etc. Repair and maintenance of buildings, basic equipment, tools and motor vehicles. Running errands, picking up supplies, etc. Wood boiler operation and maintenance.

Networking with local, state and regional farmers, farm museum people. Attending workshops, meetings, of farm history related groups such as Small and Beginning Farmers, NOFA, MOFGA, etc.

Computer work and paperwork related to operations, including but not limited to interpretive materials related to historic farming, for example signage (photos and information) on livestock, farm tools and equipment, Farm related donations, photos documenting condition upon acceptance, before and after photos repairs, treatment, photos of damage, Livestock records including photos at time of purchase and sale or processing, Records and reports on vaccinations, breeding, birthing, castration, injuries, etc.

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Operation related photos including but not limited to before and after photos of repair projects. Develop and maintain records including work orders, maps and photos of fencing, gates, trails, underground utilities, building systems such as plumbing, lighting, heating and electrical systems, logistical set up records for educational programs and special events, records on farm related tools and equipment. Written plans and budgets, Maintenance records, Parts lists, vertical files, notebooks, Bid proposals, RFP (request for proposals), reports and proposals to director and board, written daily, weekly, monthly and annual reports.

Others duties as assigned.

Physical Requirements: This position requires significant physical ability including climbing, balancing, stooping kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting and carrying, grasping, talking, hearing and heavy visual acuity.

Work Conditions: This position requires work in typical farm environment and includes conditions such as the following: cold, heat, wet, humid, fumes, odors, dusts, mists, gases, trip hazards, sharp objects, heavy objects, falling objects.

Equipment Operated: Vehicles including dump truck and plow, hay truck, tractors, skidder, some with standard transmission. General farm equipment including manure spreader, hay mowing machine, bailer, twirler, dairy, etc. Wood cutting equipment including chainsaw, wood splitter, etc. General landscape maintenance equipment including lawn mower, weed whacker. General hand tools and equipment including ladders, hammers, pliers, etc. Snow maintenance equipment including truck with plow, snow blower, shovels, etc. General power tools (circular saw, etc.); and welding equipment. Basic office and communication tools and equipment including but not limited to cell phone, computers, internet, email, and cameras.