

Agricultural Technician Supervisor

NATURE OF WORK IN THIS CLASS:

Supervises the agricultural research, gardening and maintenance activities at the agricultural experiment station and substations of the College of Agriculture and Life Sciences.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Plans, schedules and directs activities of agricultural research technicians, gardeners, and equipment maintenance workers at the agricultural experiment station and substations.

Supervises work in the installation, maintenance and repair of building facilities, machines, tools and equipment used in the experiment station.

Coordinates with the AES scientists regarding their respective projects.

Studies production problems and makes recommendations for improvement of work methods.

Compiles and summarizes statistics concerning agricultural production.

Determines, plans and schedules work priorities; does estimating on work projects; monitors and controls work flow to ensure meeting planting and other deadlines.

Demonstrates work methods and procedures, proper use of tools and equipment and safety practices.

Procures and maintains inventories of supplies, materials, tools and equipment parts to ensure the continuation of projects.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of agricultural gardening tools, machines and equipment.

Knowledge of agricultural practices.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent program guidelines.

Ability to make time and material estimates on work projects.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A) Two years of experience as an Agricultural Research Technician or equivalent work and graduation from high school; or


B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Amended: July, 1982

Amended: March, 1982

Established: July, 1980

Wage Range: 19



RONALD B. AGUON, Acting
Executive Director
Civil Service Commission