

SUMMARY:

The Farm Foreman - Institution is responsible for the complete care and maintenance of livestock or crops included in farming operations. This position is governed by state and federal laws and institution policy.

TYPICAL FUNCTIONS:

Supervises of the work of subordinate farm workers and mechanics by establishing work schedules, assigning detailed instructions, and reviewing the work performed on a regular basis to ensure adherence to instructions and proper procedures.

Oversees all farm operations including the care of livestock and the preparation, planting, cultivating, and harvesting of farm crops.

Evaluate weather and soil conditions by consulting with officials and develops or revises plans and procedures.

Administers medication for common diseases in farm livestock applies chemical treatments to crops as required.

Requisitions and orders supplies, such as insecticides, machine parts and lubricants, and tools.

Supervises feed mill operations in the mixing and distribution of various animal rations.

Prepares time, payroll, and production reports regarding farm conditions, amount of yields, machinery breakdowns, and labor problems.

Performs general maintenance on farm equipment and farm facilities.

Operates and drives farm machinery, such as trucks, tractors, or self-propelled harvesters, to transport workers or cultivate and harvest fields.

Performs other duties as assigned.

SPECIAL JOB DIMENSIONS:

May require work hours outside of normal working hours and occasional overtime.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of supervisory and farming techniques, practices, and procedures. Knowledge of equipment for planting, growing, harvesting, handling, and storing crops. Knowledge of farm machinery and equipment

operation and maintenance. Knowledge of basic recordkeeping and inventory maintenance. Ability to supervise the work of subordinates in farm operations. Ability to operate farm equipment and make minor repairs. Ability to keep farm records and prepare reports.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a high school diploma; plus four years of progressively more responsible experience in farming operations, including two years in a leadership or supervisory capacity.

Additional requirements determined by the institution for recruiting purposes require review and approval by the Arkansas Division of Higher Education.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.