



Job Title:	On-Site Facility Supervisor	Wage/Hour Status:	Exempt
Reports To:	Director of Maintenance	Pay Grade:	\$2500 per month plus paid rent and utilities
Dept. /School:	Maintenance	Date Revised:	01/17/2012

Primary Purpose:

Manage and coordinate the activities of the Tarver Rendon Agricultural Site including animal care, animal observation, minor repairs, grounds keeping, field trip liaison, provide 24 hour on-site general oversight and farm management.

Qualifications:

Education/Certification:

High School diploma or GED
Valid Texas Drivers License
Insurable by the District's insurance carrier

Special Knowledge/Skills:

Knowledge of the operation of general farm equipment including but not limited to tractors, mowers, trimmers, and saws
Knowledge of general types of chemicals and dry fertilizer commonly used in farm applications
Mathematical and mechanical aptitude
Effective planning, organization, communication, and interpersonal skills

Experience:

Five years of experience in the operation of farm equipment, general animal care, and general repair of farm related infrastructure

Major Responsibilities and Duties:

1. Supervise the operation of the property.
2. Repair and maintain infrastructure through repair and preventative maintenance.
3. Oversee animal facilities and maintain emergency contact list for all animal owners at the site.
4. Maintain grounds to district standards.
5. Order supplies as needed.
6. Report problems and issues to supervisor.
7. Demonstrate professional behavior, ethical and responsible.
8. Attend staff meetings as required.
9. Maintain the rules, regulations, and policies of the district.
10. Performs duties as assigned by administrator responsible for the site.

11. Correct unsafe conditions for staff and visitors.
12. Operate tools and equipment according to safety procedures.
13. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment includes but is not limited to:

Tractors, shredders, mowers, chain saws, balers, trailers, trucks, spreaders, tillers, various hand tools, and various power tools required to perform routine maintenance and preventative maintenance activities.

Mental Demands/Physical Demands/Environmental Factors:

Working Conditions:

Frequent walking, standing, climbing, pushing, stooping, bending, heavy lifting and carrying throughout the day outside in the elements. Frequent and continuous exposure to extreme outside conditions.

Special Conditions:

As a condition of employment, the employee will be provided on-site housing. Employee must agree to supplemental contract regarding the provisions of district policy and procedures for on-site accommodations. The lease agreement between the employee and the district will be executed as a condition of employment and does not guarantee the employee employment. Violations of the lease or district policy may result in termination of employment, lease, or both.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.