

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
FARM LEADER

DEFINITION

Under general supervision, leads others and performs manual farm work in connection with beef or grain products on an institutional farm; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees and residents about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

Instructs subordinates and residents in proper farm procedures by giving verbal and written instructions.

Operates automotive farm equipment such as tractors including subsidiary attached or towed equipment in order to perform tasks such as plowing, planting, cultivating or harvesting of crops; operates related farm equipment as required.

Weighs and mixes feed for cattle, distributes feed and bedding to animals at proper intervals to ensure they receive proper nourishment.

Performs or oversees performance of minor repair work and maintenance on equipment or buildings such as painting, oil changes, or replacement of broken or worn parts on farm equipment in order to keep machinery in operating condition.

Maintains fences in farm operation by repairing existing fencing, building new fences and removing old fencing in order to ensure pastures are properly enclosed for animals.

Cleans and oversees the cleaning of feedlots and buildings in order to maintain sanitary conditions.

Applies herbicides, pesticides and fertilizers to crops in order to prevent weeds and insects from damaging crops and to enrich the soil.

Shakes down residents on correctional farms to detect and deter unauthorized items such as weapons, drugs, money and alcohol in order to maintain safety and security in the work area.

Maintains statistical information related to the farm operation by recording such things as amount of produce planted and harvested, number of cattle currently on the farm and supplies used.

Documents progress of residents in order to have input into the evaluation of their work performance.

Maintains records such as resident attendance, tool checkout and use of herbicides and pesticides in order to control use of and plan for necessary quantities.

COMPETENCIES REQUIRED

Knowledge of the practical performance of modern farming methods.

Knowledge of the care and feeding of cattle in a beef production operation.

Knowledge of chemicals used in the farm operation such as pesticides, herbicides and fertilizers.

Knowledge of methods required to perform minor repair and maintenance of farm related equipment.

Knowledge of search (shake-down) techniques and procedures involving the recovery of items not authorized for residents in an institution.

Knowledge of record keeping procedures necessary for the farm operation.

Ability to train and direct unskilled workers and residents in a grain and/or beef production operation.

Ability to effectively interact and communicate with other staff and residents.

Ability to operate automotive farm machinery and related implements.

Ability to record statistical information related to the farm operation.

Ability to perform strenuous physical labor.

Ability to spend long periods out-of-doors.

Ability to make, and direct the performance of, routine mechanical repair work to farm equipment and buildings.

Ability to understand and execute oral and written instructions as required to operate a farm.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

The equivalent of two years of full-time experience in general farm work;

OR

satisfactory completion of vocational/technical or college course work in farm operations or closely related course work may be substituted for experience on the basis of thirty (30) semester hours for each year of experience to a maximum substitution of sixty (60) semester hours.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 4/1/92 PW