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Class Specifications for the Class:FARM MANAGER IDuties Summary:

Manages the operation of a farm; keeps records and prepares reports; and performs other related duties as required.

Distinguishing Characteristics:

A position in this class is responsible for the management and operation of a farm program, including the proper operation and maintenance of farm equipment. The scope and complexity of such a program requires direct supervision over crew leaders and farm laborers engaged in performing the various farming activities.

Examples of Duties:

Plans, directs and supervises the propagation, planting, harvesting, pruning, girdling and grafting of fruit and nut trees; directs the cultivation of grounds and the planting and harvesting of vegetable crops; determines the need for and supervises the preparation and application of fertilizers; plans landscape effects and directs the work of grading, hauling and conserving of soil; supervises insect spraying operations; directs the feeding, breeding and care of livestock and poultry; directs the slaughtering and dressing of hogs and poultry; supervises the application of simple medication to livestock; instructs subordinates in the operation of farm machinery and equipment; supervises the repair of or requisitions repair services for farm equipment, buildings, fences and farm implements; purchases farm equipment and supplies; markets farm products; may keep records of costs and cash sales for the farm; develops budgetary information and quarterly expenditure plans; makes routine and special reports on sales, labor, weather and production; inspects the farm area for weeds and pests and for hazardous and unsanitary conditions and takes corrective action; and supervises and trains students/boarders/wards and generally participates, as necessary, in handling of disciplinary problems of students/boarders/wards.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of farm management, including methods of crop rotation and soil conservation, use of fertilizers, treatment of plant disease; and care, breeding and slaughtering of livestock and poultry; methods of operating and

maintaining farm equipment; sanitary and safety practices applicable to farm work; record keeping practices; and principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate the work of others engaged in farm work; direct and supervise the operation and maintenance of farm equipment; read, comprehend and apply written and oral directions; communicate effectively, orally and in writing, and keep accurate records and prepare reports.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class FARM MANAGER I by the Department of Education Civil Service system.

DATE APPROVED: MAR 21 2006

EFFECTIVE DATE: JUL - 1 2005

  
Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources

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Class Specifications for the Class:FARM MANAGER IIDuties Summary:

Manages the operation of a farm through subordinate supervisors; keeps records and prepares reports; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class is responsible for the management and operation of a farm through subordinate supervisors and is responsible for planning, coordinating and directing a large and diversified agricultural program, including the proper operation and maintenance of farm equipment.

Examples of Duties:

Plans, organizes, directs and coordinates a working program for producing and marketing agricultural, dairy, pork, poultry and other products; directs the butchering of hogs; supervises the application of simple medication to livestock; directs dairy operations; directs the breeding and care of livestock and poultry; directs the propagation, planting, harvesting, pruning and grafting of fruit and nut trees; directs the cultivation of grounds, the planting and harvesting of vegetable crops; determines the need for and supervises the preparation and application of fertilizers; supervises the repair of, or requisitions repair services for, farm equipment, buildings, fences and farm implements; purchases farm supplies; may keep records of costs and cash sales for the farm; makes routine and special reports on sales, labor, weather and production; directs terracing and draining of land for soil conservation; supervises the construction and maintenance of irrigation ditches; supervises insect spraying operations; inspects the farm area for weeds, pests and for hazardous and unsanitary conditions and takes corrective action; and supervises, trains and generally participates in the rehabilitation of wards or inmates performing farming tasks.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of farm management, including methods of crop rotation and soil conservation, use of fertilizers, treatment of plant diseases and care and breeding of livestock and poultry; methods of operating and maintaining farm equipment; sanitary and safety practices applicable to farm work; record keeping practices; and principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate the work of others engaged in farm work; direct and supervise the operation and maintenance of farm equipment; read, comprehend and apply written and oral directions; communicate effectively orally and in writing and keep accurate records and prepare reports.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class FARM MANAGER II by the Department of Education Civil Service system.

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Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources