

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

FARM SUPERVISOR

Job Description

Employees in this job serve as supervisors responsible for the operation of a major agricultural function at a state correctional facility.

There is one classification in this job.

Position Code Title – Farm Supervisor-1

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This is the first-line supervisor. The employee provides direction to Farm Crew Leaders working in such areas as crop farming, livestock management, or dairy herd management. The employee works under general administrative guidelines, exercising considerable independent judgment in adapting and applying these guidelines to specific situations. The work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, and regulations of the specific type of farming.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. All duties should be able to be performed with or without reasonable accommodations.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

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Plans, develops, and directs the operations of a major farming function such as crop, livestock, or dairy herd management.

Orders supplies, tools, and equipment necessary to the work.

Orders the maintenance and repair of farm equipment and buildings.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the general practices and procedures used in the various types of farming.

Thorough knowledge of farm tools and equipment.

Thorough knowledge of safety precautions and occupational hazards of farming.

Thorough knowledge of animal or plant diseases and proper treatment.

Considerable knowledge of the Department of Corrections' policies and procedures.

Considerable knowledge of employee policies and procedures.

Ability to plan and direct farm operations.

Ability to train, instruct, and supervise farm personnel.

Ability to detect and treat animal diseases.

Ability to use farm equipment and to make general repairs.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Working Conditions

Some jobs are located in a correctional facility and require direct contact with prisoners.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand for extended periods.

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The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

Education

No specific amount is required.

Experience

Four years of experience in the specific type of farming required, including one year of experience equivalent to a Farm Crew Leader E9.

Special Requirements, Licenses, and Certifications

Some positions in this class perform job duties that may require possession of a Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
FARMSPV	Farm Supervisor	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Farm Supervisor-1	FARMSPV1	NERE-067