

## **Position Description**

**Title:** Assistant Farm Manager

**FLSA Status:** Non-Exempt

**Reports To:** Research Director USA

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**Position Primary Purpose:** Provides assistance to Farm Manager, with all requirements of field management, planting, harvest, records, & budget planning

### **Essential Functions**

Follow and update field management plan as directed by Manager.

Maintains records (rate, date, location) of chemical applications. May include use of a database of information, or other record keeping methods. Prepares reports containing descriptive, analytical, and evaluative content.

Perform the timely application of chemicals, fertilizers, treatments according to procedures and protocols at DLF PICKSEED USA research locations (Philomath and rented land).

Must maintain a current chemical applicators license. Use and maintain personal protective safety equipment as required.

Ensure and perform timely soil preparation for new nurseries and trials as well as assist in seed harvest, seed cleaning and planting.

Attend research and company meetings as requested by Manager, Cooperate, collaborate, and assist other DLF Pickseed USA research staff.

Assist in budget planning of operational and capital expenses.

Manage the maintenance of all equipment.

Prepare weekly report to the Research Director USA on your past and future weeks activities. Constructs plant variety protection studies or assists in the construction of such studies.

Collaborates with staff from other departments.

Comply with all state regulations, federal regulations, compliance standards, and company policies and procedures.

### **Non-Essential Functions**

Perform other tasks according to approved procedures and protocols as requested.

Performs various duties as needed to successfully fulfill the function of the position

### **Previous Experience:**

12 months experience as

**Education:**

Associate degree or equivalent experience working on a research farm.

**Demonstrated****Abilities:**

Knowledge of Chemicals, fertilizers, mechanics, equipment for use on a research farm and work environment, Attention to detail.

Good critical thinking and time management skills with the ability to meet deadlines.

Excellent communication and collaboration skills.

Proficient in MS Office (Excel, Word, PowerPoint, etc.)

Analytical and Math skills with the ability to collect, organize, and report on information with attention to detail and accuracy.

Ability to work as part of a team and independently

**Working Conditions:**

## Physical

Continuous sitting or standing when performing farm duties. Frequent walking. Lifting up to 50 pounds. Continuous use of hands and manual dexterity in repetitive tasks such as simple grasping, twisting/turning of wrists; finger dexterity to perform various maintenance data collection, typing, maintain farm equipment. Continuous speaking and hearing for interactions with management and coworkers. Continuous clarity of vision at 20 inches or more for normal daily use in operating farm equipment and for computer tasks. Static strength the ability to exert maximum muscle force to lift, push, pull, or carry objects.

## Mental

Continuous problem solving on routine matters. Frequent attention to detail. Continuous performance of basic numeric calculations, as well as writing, reading, comparing, and analyzing. Deductive reasoning, continuous alertness, precision, and concentration to ensure accuracy of work.

## Environmental

Hours may vary dependent upon seasonal needs. Occasional travel required. Exposed to potentially hazardous, conditions; weather, chemical or slippery conditions of work area.

**NOTE:** Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, Skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements essential for making fair pay decisions about jobs.

I have read the position description and acknowledge my understanding of the duties and responsibilities set forth therein.

**Employee Signature:**

**Date:**

**Manager Approval:**

**Date:**