

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Assistant Superintendent, Farmstead	BAND/LEVEL:	MGT I
DEPARTMENT:	Recreation Services	JOB NO:	2702
DIVISION:	Farmstead	DATE:	11/01/2018
REPORTS TO:	Superintendent, Farmstead	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	531
REPLACES:	New Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Assists in the operations and planning for Deanna Rose. Will work with Farmstead Superintendent to ensure proper facility and staff management. This position will take lead in coordination of hiring and orientation of all DRCF part-time and volunteer staff with Human Resources and Farmstead supervisors. Acts as Superintendent, in the absence of Farmstead Superintendent. Drives City vehicles and large machinery. Provides support to all areas of the farmstead. May be required to participate in Emergency Snow Operations.

DUTIES AND RESPONSIBILITIES:

1. Assists in the management of the Farmstead to ensure high quality facilities and programs the citizens of Overpark and patrons of Deanna Rose.
2. Assists in establishing and oversight of Farmstead operating programs that provide prompt, courteous efficient service, high quality reasonably priced food, educational and recreational experiences, guided tours and summer enrichment programs.
3. Assists in establishing an operating program that will will provide for active promotion of the Farmstead. Analyzes various segments of visitor population and develops goal/objectives to attract and promote various groups to Deanna Rose Children's Farmstead.
4. Coordinates the recruiting, interviewing, selection, training and on-site orientation of all part-time employee and volunteer positions. Communicates with Farmstead supervisors regarding personnel needs. Develops and maintains contacts with local school districts, colleges, and other organizations as a staffing recruitment opportunity.
5. Meets with staff to identify and resolve situations.
6. Meets with all City organizations, public groups, master gardeners to provide information on Deanna Rose.
7. Engages in public relations through various forms of media and formal/informal speaking engagements.
8. Assures compliance with federal, state, and local regulations relating to Farmstead operations, such as material data safety sheets, hazard communication programs, and permit acquisitions. Obtains continuing education through professional organizations by attending necessary training sessions and seminars.
9. Performs general office duties such as answering phones, assisting general public and organizing files.
10. Acts as Superintendent in the absence of the Farmstead Superintendent.
11. May be required to participate in Emergency Snow Operations.

12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's Degree in animal husbandry, zoology or a related field.
- Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

- Two to three years of increasingly responsible experience in care and maintenance of farm and domestic animals and farm-related facilities, or an equivalent level of experience.
- Experience in operation of tractor, loaders, backhoes, and dump trucks preferred.
- Effective public relations skills and the ability to work with children.

SKILLS:

- Good oral and written communication skills
- Attention to detail
- Organizational skills
- Basic math and accounting skills
- Manual dexterity
- Presentation skills
- Good PC skills, including ability to use spreadsheets, word processing, presentation, and software applications
- Facilitation skills
- Project management skills
- Time management skills

MENTAL REQUIREMENTS:

- Ability to read and comprehend City, state and federal regulations
- Ability to analyze complex problems and recommend possible solutions
- Ability to work under distracting conditions
- Ability to prioritize work
- Mechanical aptitude
- Ability to train and guide others
- Ability to exhibit sound judgement
- Ability to recognize and comprehend confidential information
- Ability to compute basic math and apply basic accounting procedures
- Ability to exhibit diplomacy and judgement when dealing with City employees and the general public

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls
- Ability to operate City vehicles and equipment
- Ability to lift 50 pounds and transport 25 feet
- Ability to stand, lift, bend, push, pull, and walk for extended periods of time
- Exposure to extreme environmental conditions
- Exposure to chemical liquids, powders and fumes
- Visual acuity to identify turf and animal variations and abnormal conditions
- Ability to operate various office equipment such as copier, printers, and personal computer.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct and Indirect: Part-time, temporary and volunteer employees

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Occasional	misc. tasks could require sitting postures
Driving	Occasional	motor vehicle operation
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Feed Bags	50 lbs	Ground to Chest	variable	occasional	Two-hand lift
Feed Buckets	15 lbs	Ground to Chest	variable	occasional	One or Two-hand lift
Hay Bales	70 lbs	Ground to Chest	variable	occasional	Two hand lift, use knee to "buck" bale
Oral Larvacide Block	33 lbs	Ground to Chest	variable	occasional	One or Two-hand lift
Children	variable	up to 40 inches	variable	occasional	To load child on to pony for ride
Various Long Hand Tools	<5 lbs	Ground to Chest	variable	occasional	Shovel, broom, rake, pitch fork, etc.

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Feed Bags	50 lbs	10 feet	variable	occasional	From bag pile to feed bin
Feed Buckets	15 lbs	0-30 feet	variable	occasional	From feed bin to truck, truck to animal
Hay Bales	70 lbs	10 feet	variable	occasional	Move bale from pile to loft opening
Oral Larvacide Block	33 lbs	0-30 feet	variable	occasional	Barn to truck, truck to animal
Various Long Hand Tools	<5 lbs	0-30 feet	variable	occasional	Carry while using in barn

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Barn Door	40 lbs.	occasional	To open/ close barn door
Hay Bale	30 lbs	occasional	two hand push, into position to lift/ drop

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Barn Door	40 lbs.	occasional	To open/ close barn door
Hay Bale	30 lbs	occasional	two hand pull, into position to lift/ drop

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	to reach top shelf of storage cabinet
At Shoulder Height	occasional	for various tools
Below Shoulder Height	occasional	variable depending on animal care requirements
Below Waist	occasional	variable depending on animal care requirements
Below Knee	occasional	variable depending on animal care requirements

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent