

Peter Francisco SWCD Job Description – Agriculture Equipment Manager, Part-time

Compensation: \$20/hour – average of 500 hours per year (seasonal)

No benefits

Non-exempt under the Fair Labor Standards Act.

Description of Work:

The Agriculture Equipment Manager coordinates the equipment (no-till drills) rental program for the Peter Francisco SWCD in both Buckingham and Cumberland counties. The equipment manager will: manage the scheduling/rental of two (2) no-till drills, and any other equipment; transport no-till drills/equipment to-and-from housing location to landowners and back; provide necessary equipment maintenance needs and guidance on operation requirements to renters. This position requires the employee to be able to work independently. The position receives direct guidance from the District Manager/Sr. Conservation Specialist and administrative supervision from the Peter Francisco Soil and Water Conservation District (PFSWCD) Board of Directors. This position does not supervise other employees.

Qualifications:

- High School Diploma and/or work experience in an agricultural related field that demonstrates knowledge of large equipment or related
- Must possess a valid Virginia driver's license in good standing with DMV
- Must pass Virginia State Police security background and drug check
- Ability to promote conservation program information offered by the district
- Knowledge of seeding recommendations
- Ability/knowledge to operate and transport rental equipment
- Ability to orally communicate to customers how to operate equipment and procedures
- Provide own tools to maintain and repair equipment; district tools are limited
- Physical ability to perform tasks involving frequent walking over difficult terrain, lifting and carrying moderate weight (50 lbs.), and exposure to adverse weather conditions
- Maintain a clean and neat appearance consistent with the public contact aspect of the position

Duties:

1. Ability to maintain, schedule and manage a calendar for rental of equipment
2. Prepare equipment contracts with landowner signature; including tax-exempt forms (as applicable)
3. A company vehicle and cell phone will be provided for customer delivery and communication
4. Instruct users on the equipment operation of the hydraulic systems; calibration of the equipment, according to seed being sown, and any minor maintenance needs as applicable
5. During equipment delivery (at the suggested speed of 35 mph), practice and follow the district's bio-security policy
6. Check the equipment before and after each use/rental, for any issues
7. Coordinate with District Manager/Sr. Conservation Specialist repair needs during planting season and during winter maintenance
8. Assign repair and parts costs to appropriate piece of equipment. Contact the District Manager and/or Sr. Conservation Specialist for approval of the purchase of any parts over \$75 (receipts turned in weekly)
9. Submit all equipment contracts weekly to the Operations Manager to prepare customer invoices
10. Maintain a record of your hours worked, mileage traveled, and related expenses incurred to be turned in a minimum of once a month; weekly during busy seasonal period