AUBURN
Human Resources

Supv, AAES Research/Extension Unit

Job Description

JOB INFORMATION

Job Code	GA08
Job Description Title	Supv, AAES Research/Extension Unit
Pay Grade	AF13
Range Minimum	$46,710
33rd %	$56,050
Range Midpoint	$60,720
67th %	$65,400
Range Maximum	$74,740
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Farm & Agriculture

JOB SUMMARY

Plans, coordinates, and oversees the daily operations of a subunit within the AAES research center.

RESPONSIBILITIES

- Prepares equipment, areas, and supplies to conduct research project.
- Collects and maintains records and data related to a specific research unit.
- Operates, maintains, and repairs research equipment.
- Maintains grounds and facilities related to a specific research unit.
- Procures supplies for substation.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in agricultural operations and/or agricultural research	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program and/or research area related to position and research design and implementation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	ability to obtain a pesticide license may be required in specific positions.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.