AUBURN
Human Resources

Supv, Crooked Oaks Farm

Job Description

JOB INFORMATION

Job Code	GA27
Job Description Title	Supv, Crooked Oaks Farm
Pay Grade	AF11
Range Minimum	$41,080
33rd %	$47,930
Range Midpoint	$51,350
67th %	$54,780
Range Maximum	$61,620
Exemption Status	Non-Exempt
Approved Date:	10/2/2024 4:20:49 PM

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Forestry

JOB SUMMARY

Responsible for the maintenance and upkeep of the 415-acre Crooked Oaks property, including homes, a pavilion, a barn, ponds, and roadways, as well as working with the tree nursery and supervising student groundworkers. Coordinates hunting leases, sets up for events, and assists with history tours on Coach Pat Dye and the property.

RESPONSIBILITIES

- Oversees the maintenance and care of the Crooked Oaks facilities, property, and land, which encompasses 415 acres, two homes, a pavilion, a barn, three ponds, and roadways.
- Maintains the tree nursery and activities such as care and maintenance of trees, the sale of trees, and regular maintenance of the nursery.
- Oversees and supervises student groundworkers on the property.
- Coordinates and monitors outside parties that have hunting leases on the property to ensure they are following safety protocols. Lessees hunt quail and white-tailed deer in the designated hunting areas.
- Assists with tours and provides extensive history and background related to Coach Pat Dye and the Crooked Oaks property.
- Sets up and tear down of tables, chairs, pavilion walls, etc. for AU classes and outside events.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	3 years of	Experience in maintaining farm land, equipment, and facilities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong customer service skills.	
Familiar with hunting practices in the surrounding regional area.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

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 temperatures				X	
Hazards				X	
Wet and/or humid				X	
Noise				X	
Chemical				X	
Dusts				X	
Poor ventilation			X		

Vision Requirements:

No special vision requirements.

Travel Requirements:
None Required