AUBURN
Human Resources

Horticulture Project Manager

Job Description

JOB INFORMATION

Job Code	ND51
Job Description Title	Horticulture Project Manager
Pay Grade	AF15
Range Minimum	$55,660
33rd %	$68,650
Range Midpoint	$75,150
67th %	$81,640
Range Maximum	$94,630
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/7/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Project Manager for Horticulture is responsible for managing day-to-day operations of research, instruction, and food production projects for the School of Horticulture. Actively serves as liaison between research personnel, including Principal Investigators (PI), Co-PIs, graduate students, research associates, and postdocs; general staff members, including technicians and students; and AU food system personnel, including chefs and kitchen staff, in AU and AU-associated dining facilities and restaurants. Interacts directly and regularly with the Director of Campus Dining, as well as local culinary partners, to plan and project food production targets for their respective venues.

RESPONSIBILITIES

- Recommends state-of-the-art cultivation practices to PIs and Co-PIs, based on industry expertise and best practices, including, but not limited to, pest and disease management, irrigation, nutrient management, system design and construction, and cultivar and species selections.
- Supervises staff members and student workers involved with three major projects: AU Aquaponics, AU Vertical Farms, and the Rane Culinary Center Rooftop Garden.
- Ensures quality of operations through the development and implementation of step-wise processes, aimed at improving the efficiency and effectiveness of the manner in which produce is transported to end users. Responsible for developing, implementing, and performing monthly reviews on baseline standards for each facility being managed, including, but not limited to, cleanliness, organization, food safety, and overall project efficiency.
- Connects with relevant industry personnel. Responsible for developing relationships, aimed at ensuring AU faciltites and processes remain relevant to industry needs. Actively attends private industry trade shows in the areas of controlled environment agriculture, urban agriculture, and culinary sciences to develop and maintain these important relationships.
- Collaborates with research personnel to provide needed resources and ensure quality. Responsible for ensuring both controlled environment and urban agriculture systems are up-to-date and in working order, including, but not limited to, greenhouse control systems, fertilizer resources and requirements, and integrated pest management strategies and supplies.
- Responsible for consulting and making recommendations to chefs and stakeholders, assisting them with decisions to best fit their needs.
- Schedules activities to ensure project needs are being met in a timely fashion. Responsible for prioritizing, scheduling, and maintaining simultaneous projects, ensuring critical decisions are being made to accommodate each project with minimal disturbance to the existing crop schedule.
- Consults with PIs on directional decisions involving current future projects. Offers consultation on growing strategies, as well as design input for new facilities and systems.

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	
Bachelor's Degree	Degree in Business Management, or closely related field is required.	and	4 years of	Experience in agricultural research, fresh produce, and/or culinary industries is required. Experience consulting restaurants, hospitals, hotels and/or educational institutions using Food and Beverage programs is desired. Experience must include at least one (1) year of supervisory experience. Experience in high-tech Controlled Environment Agriculture facilities is desired	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of the fresh produce industry, from "seed to plate".	
Demonstrated knowledge of business management principles, greenhouse and vertical fanning principles, and should be familiar with the culinary and hospitality industries.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.