

JOB INFORMATION

Job Code	IA13
Job Description Title	Mgr, Farm Facilities & Operations
Pay Grade	VT11
Range Minimum	\$61,580
33rd %	\$78,000
Range Midpoint	\$86,210
67th %	\$94,420
Range Maximum	\$110,840
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Vet Operations

JOB SUMMARY

Manages and oversees the College of Veterinary Medicine's facilities projects and farm operations, including oversight of construction, maintenance, security measures for toxins and horses, farm operations, general facility upkeep, and security.

RESPONSIBILITIES

- Oversees activities and operations for the construction and renovation project, including coordination with construction activities. Monitors construction activities to prevent delays or potential disruptions.
- Ensures the presence of security personnel at the designated facility and promptly addresses any issues or concerns. Security guards are essential for safeguarding horses and toxins.
- Supervises, oversees, and coordinates activities concerning the care and management of animals by farm personnel and veterinary staff.
- Coordinates the interface between the construction project and the ongoing operations of Auburn University Equine Source Plasma Project (AUESPP) to ensure adherence to compliance standards.
- Manages and coordinates projects and contractual activities ensuring work is completed within compliance of code, terms of contracts, and quality of work.

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.
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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 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	High school diploma. Degree in Animal Science or Degree in Agriculture preferred.	and	8 years of	Experience in managing employees, farm operations, and construction.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration (OSHA) guidelines.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State				

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			Up to 100 pounds
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		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.