

Class Title: Farm Attendant

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform variety of work in all areas of park operations, animal husbandry, information, interpretation, public relations, programming and maintenance at Bluebird Gap Farm. The class will assist in creating procedures and ensuring quality control of work throughout the park.

TYPICAL TASKS

The tasks listed below are representative of the time spent working in this class. Management may assign additional tasks related to the class as necessary.

- Coordinates parks activities and assists with recreational programs, scouts projects, volunteer activities, etc. at Bluebird Gap Farm. Supports programs by providing minor technical assistance and advance preparation of programs.
- Performs grounds maintenance duties to include operating equipment such as power mowers, weed eaters, and edgers, mowing grass, edging, pruning shrubbery and maintaining walkways. Ensures that grounds are litter free and attractive in appearance. Coordinates work crews in the application of insecticides, herbicides and fungicides. Assists in planning and implementing landscaping projects in various park areas. Assists in obtaining materials and coordinating funding for projects.
- Builds, maintains, repairs, and rebuilds existing park structures, facilities, and equipment as needed to include all shelters, picnic tables, grills, signs, barns, trails, and related park structures and recreational equipment. Ensures that vehicles and equipment such as power tools, chainsaws, animal husbandry gear, radios, etc. are operational and in proper working condition. Performs basic maintenance of restrooms and other facilities in the absence of maintenance staff. Assists in arranging for resolution of more complex problems or repairs by contracting and/or contacting the appropriate maintenance personnel.
- Lead part-time and seasonal staff and volunteers in the feeding and watering the animals, cleaning pens and cages. Works with the Farm Manager to create seasonal feeding lists and implements schedules for each animal. Observes animals and notifies manager when unusual signs of behavior or obvious injuries are detected.
- Assists with training and monitoring the work of staff and volunteers and evaluates progress to ensure timely completion of tasks and compliance with instructions. Ensures that employees observe proper work habits, safety policies and proper use of equipment and that all paperwork is completed in a timely manner. Assists in developing and implementing training programs and schedules.

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- Ensures park visitors have a pleasant, safe and educational experience. Presents programs and information on park activities concerning park operations, programs, policies, facilities, resources, and tourist information to park visitors, schools, civic groups, and other organizations.
- Collects, transfers, and deposits revenues taken in by park facilities and events. Checks and verifies all park cash supplies and revenues. Obtains monies as needed for concession operations. Orders and restores concessions, brochures, park equipment, and supplies as needed under the guidance of the Farm Manager.
- Demonstrates regular and punctual attendance.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Gather, organize, analyze, examine, or evaluate data or information and may prescribe action based on these data or information.
Interpersonal/People Involvement	Give information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.
Asset Responsibility	Responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handling supplies of high value or moderate amounts of money consistent with the operation of a small division
Mathematical	Uses addition and subtraction, multiplication and division, and/or and calculate ratios, rates and percents.
Communications	Reads technical instructions, procedures manuals, and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; compose routine reports and specialized reports, forms, and business letters, with proper format; speak compound sentences using normal grammar and word form.
Judgment	Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine.
Complexity of Work	Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Impact of Errors	The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.
Physical Demands	Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of

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	force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.
Equipment Usage	Handles and coordinates the handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.
Unavoidable Hazards	Involves routine and frequent exposure to extreme temperatures, precipitation, and humidity, animals/wildlife, disease/pathogens.
Safety of Others	Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS

Education and Experience	<ul style="list-style-type: none"> • High school diploma or successful completion of the GED. • Requires three (3) years of experience in farm or animal maintenance. • Two years of college level coursework or training in animal care or husbandry, wildlife management, or related field preferred. • A combination of education and experience may be considered for this position.
Certifications, Licenses, and Other Qualifiers	<ul style="list-style-type: none"> • Must possess a valid driver’s license and must have and maintain a satisfactory driver’s record based on the City of Hampton’s criteria. • This position is safety sensitive and is subject to testing for alcohol and controlled substances in accordance with the City’s current substance abuse policy. • Must successfully pass a background check related to this position prior to any offer of employment or promotion.
Additional Requirements	<ul style="list-style-type: none"> • Requires effective communication with internal and external customers. • Requires shift work to include evenings, weekends, and holidays. • The incumbent may be considered “essential personnel” during City emergency situations or at the direction of the City Manager which may include long hours and unusual schedules.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The ADA requires the City of Hampton provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees may discuss job accommodations with management.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

The City of Hampton is an equal opportunity employer.