



## Farm Maintenance Technician Position Description

<b>Job Title:</b>	Farm Maintenance Technician
<b>Reports to:</b>	Site Supervisor
<b>Supervises:</b>	Facility Volunteers
<b>Objective:</b>	The objective of the <b>Farm Maintenance Technician</b> is to carry out the duties associated with the maintenance, upkeep and safety of the program site and operations.
<b>Benefits:</b>	This is a full-time salaried/exempt position and may entail support outside a traditional work schedule/hours to accommodate mission delivery, community activities, weather, and fundraising. This position is eligible for additional benefits as outlined in the EQUI-KIDS Employee Handbook. Position may also be part-time non-exempt position depending on hire.

### Qualifications:

- High School diploma or GED required
- Minimum two years farm maintenance experience preferred
- Willingness to further education through workshops, clinics and related seminars
- Must have professional presentation and demeanor - confident, adaptable and flexible in a busy work environment
- Must be solutions oriented, demonstrating exceptional problem-solving skills, ability to manage time effectively, manage multiple projects and work independently
- Self-motivated and independent worker with appreciation for being part of a collaborative team
- History of ability to work with diverse groups of people to create a professional environment. Ability to assimilate ideas and work with varying perspectives on issues, topics, and projects
- Demonstrate excellent interpersonal and public communication skills (in person, phone, written, and electronic)
- Experience with equines, special needs communities, and/or veterans programs preferred

- Knowledge of the benefits of equine assisted services for individuals with special needs
- Ability to work flexible hours, including some evenings and weekends.
- Proficient in the use of hand, power and air tools
- Ability to operate fork lifts, tractors and other related job equipment
- Some trade school training or ability to demonstrate skills through testing and/or demonstration is required
- Must have applied working knowledge of mechanical, electrical, HVAC, VFD, plumbing, water and irrigation, drainage, alarm systems and safe operating practices
- Ability to lift 60 lbs. and perform hard, physical labor on a daily basis
- Ability to operate and supervise the safe operation of all farm machinery, facility vehicles, equipment and power tools
- Knowledge and skill in computers and various software programs

**Eligibility:**

- Must be twenty-one (21) years of age or older
- Must have reliable transportation and maintain a current Virginia driver's license
- A U.S. citizen, national, or legal permanent resident alien of the U.S.

**Requirements:**

- Must be able to stand; walk; use hands to finger, handle, or feel and reach with hands and arms
- Occasionally required to sit; climb or balance and stoop, kneel, crouch or crawl
- Must regularly lift or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds unassisted
- Frequently required to lift up to 30 pounds unassisted to the height of approximately 4 feet
- Must be able to work effectively from extension ladders and scaffolding, as well as at significant heights, including on roofs
- Comfortable working around horses

**Responsibilities:**

- Help manage all site operations, facilities staff and volunteers to maintain grounds, buildings and equipment
- Serve as liaison for building and construction projects
- Collaborate on, perform and plan for the general maintenance of the buildings and property
- Share responsibilities for routine maintenance, upkeep and repair of farm machinery, vehicles and equipment, and record keeping of maintenance and repairs
- Perform grounds maintenance, including but not limited to lawns, pastures, fencing, arena footing, trails and drainage ditches, and coordinates with lawn maintenance contractor for every other week service
- Maintain property and pasture fences, control systems (hotwire) and gates
- Work with the Barn Manager to manage, control and dispose of manure
- Share responsibility for conducting routine, scheduled checks of equipment and systems, including fire alarms, extinguishers and emergency lighting, and maintains record of inspections

- Work with Volunteer Coordinator to assist, plan, organize and supervise projects for volunteer individuals and groups
- Obtains quotes and materials as needed for jobs, equipment, etc.
- Work with staff in property preparation and clean up for special events
- Communicate with all staff, volunteers, participants and/or their caregivers regularly and in a professional and courteous manner
- Report progress, successes, and challenges to your direct supervisor on a regular basis through one-on-one meetings, staff meetings and/or e-mail staff reports
- Respond to communication including e-mails, phone calls and in-person communication in a timely manner as dictated by the program need
- Answer the phone and assist with walk-ins when needed
- Attend staff meetings and other relevant meetings
- Participate at staff events such as trainings, special events, and projects, etc.
- Communicate with other staff and Board members as needed to assist in the overall operations of the organization
- Maintain professional standards of appearance, communication, and timeliness
- Provide support to other staff as needed
- Be available for on-call circumstances when Site Supervisor is not available
- Other duties assigned or needed to help drive to the mission, vision, and values of EQUI-KIDS

**Reviews:**

- Periodic evaluations will be made to all employees to monitor progress and note any discrepancies or added responsibilities. Annual evaluations are mandatory.

Reviewed with employee by (Supervisor's Name): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and accepted by (Employee's Name): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_