Farm Maintenance Technician
Position Description

Job Title: Farm Maintenance Technician

Reports to: Site Supervisor

Supervises: Facility Volunteers

Objective: The objective of the Farm Maintenance Technician is to carry out the duties associated with the maintenance, upkeep and safety of the program site and operations.

Benefits: 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: ________________________________