**Farm Foreman I Standard Job Description**

**Classification Title:** Farm Foreman I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Farm Foreman I, under general supervision, supervises and participates in farm work including the care of animals and protection of crops.

**Essential Duties and Tasks:**

**35% Data Management and Record Keeping**

* Manages data collection and record keeping of animals.
* Compiles and distributes data related to animal care.
* Monitors security of animals in pastures.
* Oversees and maintains daily herd health and general facility maintenance records.

**25% Animal Care and Maintenance**

* Oversees the feeding and care of animals.
* Ensures animals are well cared for; grooms or bathes when needed.
* Recognizes when an animal requires veterinary care and notifies the manager.
* Performs daily livestock husbandry tasks including deworming and sample collection.

**10% Facility Maintenance and Repairs**

* Performs and manages fencing, welding, cleaning, and construction to maintain facilities.
* Assists with coordination of outside maintenance when needed.
* Schedules maintenance and coordinates repairs of facility structures.

**10% Employee Coordination and Support**

* Assists in coordinating and assigning daily work schedules for employees.
* Assists in purchasing supplies and equipment as needed.
* Assists in coordinating use of animals, equipment, and personnel for teaching and research functions.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School Diploma or equivalent combination of education and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Animal handling experience.
* Ability to work independently with little supervisor guidance.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Farm Equipment
* Animal Care Equipment
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* No inhibiting allergies to animals, hay, or dust.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**