

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST VI –
Farm Shops

SALARY GROUP: A18

DEPARTMENT: Agribusiness, Land and Minerals

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Matt Demny DATE: 8/12/2013

POSITION #: 023223

I. JOB SUMMARY

Performs advanced agricultural work. Work involves overseeing farm shops operations; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees farm shop program operations to include monitoring and evaluating farm shops and heavy equipment.
 - B. Plans, organizes, and coordinates farm shop program heavy equipment operations; inspects program operations and reviews reports; and advises management of farm shop production statistics and problems and prepares related reports.
 - C. Prepares requisitions for equipment, equipment repair, materials, and supplies; and prepares and oversees the maintenance of program correspondence, records, and required reports.
 - D. Works with program staff in resolving program problems; develops and implements a training program for staff and offenders; and provides training and technical assistance in the program areas.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Agricultural Production, Mechanized Agriculture, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning experience in the administration or operational support of an agricultural program, mechanical repair or farm equipment management and repair.

Must possess or be able to obtain a current Environmental Protection Agency approved Type 609 Universal Refrigerant Recovery and Recycling Certification within six months of employment date.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of the operation, maintenance, and repair of farm implements and heavy equipment mechanical systems to include hydraulics, electronics, and major and minor engine and transmission components.
2. Knowledge of inventory methods, procedures, and record keeping.
3. Knowledge of safety procedures and applications to include management of hazardous materials.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to organize preventive maintenance programs.
12. Skill to interpret and apply concepts and instructions contained in parts books and shop manuals.
13. Skill in metallurgy and welding techniques to include mig, stick, and oxy-acetylene for the repair and fabrication of equipment.
14. Skill to train and supervise employees and offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, dust, fumes, smoke, gases, grease, oils, pesticides, herbicides, slippery or uneven walking surfaces, working with hands in water, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, agricultural machinery and equipment, telephone, and automobile.