

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST III -  
Crops

SALARY GROUP: A16

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

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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: Bill Lewis DATE: 1/23/2024

POSITION #: 023151

**I. JOB SUMMARY**

Performs highly complex agricultural work. Work involves overseeing crops and planning agricultural activities to meet production goals and objectives. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates and organizes agricultural activities; oversees and provides guidance and training in planting, cultivating, and harvesting row or garden crops; and oversees farm program operations.
  - B. Provides guidance on field preparation, irrigation, and fertilizer and insecticide application; and oversees and provides guidance and training in producing, processing, and distributing agricultural commodities.
  - C. Oversees the operation of agricultural machinery; and performs construction, repair, and maintenance of agricultural facilities.
  - D. Trains and assists in developing a training program; maintains inventory of materials and supplies; and maintains records and prepares related correspondence and reports.
  - E. Maintains security of tools, machinery, and equipment; responds to emergency situations; searches for escaped inmates; transports assigned inmates; and performs various correctional and custodial functions.
- \* 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. Graduation from an accredited senior high school or equivalent or GED and three years full-time, wage-earning experience in crop production, crop production agriculture programs, or farm equipment management and repair

or

thirty semester hours 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) with six semester hours in an agriculture-related field and two years full-time, wage-earning experience in crop production, crop production agriculture programs, or farm equipment management and repair

or

sixty semester hours from a college or university accredited by the CHEA or the USDE with twelve semester hours in an agriculture-related field and one year full-time, wage-earning experience in crop production, crop production agriculture programs, or farm equipment management and repair.

2. Construction, maintenance, or farm equipment management and repair experience preferred.
3. Must have or be able to obtain a Texas Department of Agriculture Non-commercial Pesticide Applicator's license within six months of employment date.

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.

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

**B. Knowledge and Skills**

1. Knowledge of edible or field crop management methods and techniques.
2. Knowledge of agricultural facilities construction and repair methods and procedures.
3. Knowledge of pesticide, fertilizers, and application practices and procedures.
4. Knowledge of soil preparation and conservation techniques.

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5. Knowledge of harvesting and safe handling practices for various edible or field crops.
6. Knowledge of inventory control practices and techniques.
7. Knowledge of purchasing procedures preferred.
8. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to interpret and apply guidelines in the farming operations.
12. Skill in problem-solving techniques.
13. Skill in the construction and repair of agricultural facilities to include pens, fences, cattle guards, and sheds.
14. Skill to prepare and maintain accurate records, files, and reports.
15. Skill to plan, monitor, and oversee the work of inmates.
16. Skill to train others.

**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, dry atmosphere, excessive or intermittent noise, pesticides, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, 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, calculator, copier, fax machine, tractors, trailers, hand tools, various farm equipment and implements, dolly, telephone, and automobile.