
Auburn University Job Description

Job Title: **Mgr, Farm Facilities & Operations** Grade VT11 \$55,500 - \$99,900
Job Code: **IA13**
FLSA status: Exempt
Job Family: Veterinary & Animal Care
Job Function:

Job Summary

Manages and oversees College of Veterinary Medicine's facilities projects and farm operations, including oversight of construction, maintenance, security measures for toxins and horses, farm operations, general facility upkeep, and security.

Essential Functions

1. Oversees activities and operations for the construction and renovation project, including coordination with construction activities. Monitors construction activities to prevent delays or potential disruptions.
2. Ensures the presence of security personnel at the designated facility and promptly addresses any issues or concerns. Security guards are essential for safeguarding horses and toxins.
3. Supervises, oversees, and coordinates activities concerning the care and management of animals by farm personnel and veterinary staff.
4. Coordinates the interface between the construction project and the ongoing operations of Auburn University Equine Source Plasma Project (AUESPP) to ensure adherence to compliance standards..
5. Manages and coordinates projects and contractual activities ensuring work is completed within compliance of code, terms of contracts, and quality of work.
6. Performs other duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High school diploma. Degree in Animal Science or Degree in Agriculture preferred.
Experience (yrs.)	8	Experience in managing employees, farm operations, and construction.

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of Occupational Safety and Health Administration (OSHA) guidelines.

Certification or Licensure Requirements
Valid Driver's License required.

Pre-Employment Screening Requirements
None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to distinguish similar colors, depth perception, close vision, and distance vision.

Date: 10/13/2023
