

JOB INFORMATION

Job Code	NC39
Job Description Title	Mgr, Ag/ AAES Land & Resource Management
Pay Grade	FM16
Range Minimum	\$60,590
33rd %	\$74,730
Range Midpoint	\$81,800
67th %	\$88,870
Range Maximum	\$103,000
Exemption Status	Exempt
Approved Date:	8/15/2024 2:12:35 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities & Land Maintenance

JOB SUMMARY

Manages construction projects, lands, and facilities, related to Alabama Agriculture Experiment Station and provides technical assistance for land usage and animal health care.

RESPONSIBILITIES

- Manages and plans direct and on-site project management requirements for maintenance, repair, and new construction. Ensures availability of materials and labor to facilitate seamless construction operations.
- Assigns and coordinates daily tasks for the ALRM staff. Supervises the works of staff, inspecting job sites, and assisting staff when needed. Provides hands-on guidance and instruction.
- Coordinates with other maintenance shops, Facilities Management, outside contractors, and other stakeholders to ensure projects meet timelines.
- Inspects, records maintenance of, and advises on the management of lands, facilities and care of pasture/animal management. May provide transportation and delivery of goods to various departments within the college and AEEs.
- Reviews procedures to determine potential safety issues and takes corrective action to including providing safety training to field personnel.
- Manages the operations of various heavy equipment to complete projects or daily tasks. Ensures equipment is properly serviced, maintained, and operated properly.
- Oversees records and documentation related to projects, work activities, supplies, and equipment.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	7 years of	Experience in construction and/or land management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of construction management and proper use of safe heavy equipment operation;	
Knowledge of facilities maintenance procedures and techniques.	
Ability to manage and effectively communicate with customers and employees.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Class A CDL License		Upon Hire	Required	And

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold					X
Extreme heat					X
Humidity					X
Wet					X
Noise					X
Hazards					X
Temperature Change					X
Atmospheric Conditions					X
Vibration					X

Vision Requirements:
Ability to see information in print and/or electronically.