



University System of Maryland Job Class Specification

TITLE: AGRICULTURAL TECHNICIAN SUPERVISOR
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: T-451011

JOB CODE: N12AGV
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: AGR

APPROVED BY:

Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

Under general supervision, supervises and trains agricultural support staff and performs highly complex biological or agricultural tests, examinations and processes. Provides technical support to the research function. Performs manual activities in the care of animals and crops.

PRIMARY DUTIES

1. Supervises and trains subordinate personnel; determines work priorities, plans schedules, assigns, reviews and evaluates work.
2. Performs various activities to support agricultural research; conducts chemical analysis of soil and plants; develops plan, design and layout of plotwork; plants, observes and records changes in plant growth, disease and insect conditions.
3. Performs animal research activities including preparing cell cultures and observing incubation, making determinations regarding cell growth and medium changes, maintaining records regarding behavior, weight, inoculations, food intake, etc.
4. Performs technical activities related to the biological function which may include dissecting animals and other organisms and preparing tissue slides for microscopic study.
5. Provides research support including recommending research designs, documenting research findings and results, retrieving, recording and summarizing data from various devices.
6. Collects specified data, ensuring adherence to research protocol; conducts statistical analysis of data, summarizes findings and prepares reports.
7. Performs agricultural activities such as preparing seed, fertilizer and chemicals for plot application; planting, maintaining and harvesting field plots, and preparing plots for future experimentation and events.

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8. Prepares and presents agricultural demonstrations and instructional presentations in the field and laboratory.
9. Ensures adequate supplies, materials and equipment are maintained in department; initiates and/or prepares all documentation related to purchase transactions, selects vendors, and manages the ordering process.
10. Operates standard equipment including personal computers, word processors, calculators, atomic absorption spectrophotometers, nitrogen analyzers and various farm equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Six years progressively responsible experience in agriculture work, four years of which must have been in laboratory or field research and two years of which must have been in a lead or supervisory capacity.

OTHER: Valid Maryland Noncommercial Class C or equivalent driver's license.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of farming practices and equipment usage. Comprehensive knowledge of and skill in scientific methods and the use of related laboratory equipment. Comprehensive knowledge of and skill in the use of related farm equipment. Thorough knowledge of mathematics including algebra, area, volume, weights, measures, and proportions and ability to perform mathematical and algebraic calculations. Ability to use computers; to supervise and train agricultural technicians and support staff; to communicate effectively both orally and in writing; to lift and transport agricultural supplies, tools, and equipment, to climb, and to perform extensive standing and walking; to wear and work in personal protective equipment; to work in extreme weather conditions.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Valid Commercial Driver's License (CDL) or Maryland Noncommercial Class B or equivalent driver's license may be required. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations. Certification by the Maryland State Department of Agriculture as a pesticide applicator may be required. Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.