



Facilities and Safety Services Job Family: **Supervisor-Manager Farm/Greenhouse Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Supervisor Farm/Greenhouse MANAGEMENT	Manager Farm/Greenhouse I MANAGEMENT	Manager Farm/Greenhouse II MANAGEMENT
	Perform be able to perform most or all of the duties and responsibilities of Supv Farm/Greenhouse level.	Perform be able to perform most or all of the duties and responsibilities of Mgr Farm/Greenhouse I level.
Manage all components of farm or greenhouse production and/or animal care; ensure all protocols and standards are met and followed.	Manage and direct the daily operation of a department or unit; ensure all protocols and standard are met and followed and strictly adhere to safety requirements.	Direct farm or greenhouse operations; analyze program effectiveness and develop strategic plan.
Oversee pest-management programs and/or infection control programs.	Develop and manage pest-management programs and/or infection control programs; review and revise farm operating procedures for more effective, efficient and safe methods. Recommend short and long term planning based on seasonal and/or business needs.	Develop and lead pest-management programs and/or infection control programs; ensure State and Local protocols are met. Develop, endorse and implement short and long term goals.
Provide direction to full-time, temporary, and student employees; provide specialized training and safety protocols; assist in performance assessments.	Hire, evaluate, and supervise department/ unit employees; assist in the development and implementation of safety and training programs; ensure adequate chemical handling and equipment training.	Direct and manage all employees and programs.
Prepare work schedules insuring adequate coverage to meet department needs.	Oversee scheduling and ensure all staff strictly adhere to safety guidelines and protocols' periodically update operation and safety procedures.	Ensure all safety guidelines and protocols' are compliant.
Supervise the maintenance and operation of equipment, fixtures and facilities.	Maintain facilities, ensuring that they meet all safety and / or accreditation standards; supervise equipment repair and modification; recommend critical equipment station needs.	Develop strategic plan for facility and equipment needs; provide operational management.

Supervisor Farm/Greenhouse MANAGEMENT	Manager Farm/Greenhouse I MANAGEMENT	Manager Farm/Greenhouse II MANAGEMENT
May oversee research and/or maintain data and infection control tracking information.	May monitor research and ensure that it is performed according to established standards and/or assist researchers in planning, maintenance, and recording of data from research projects.	Establish research standards and partner with researchers to establish research project objectives.
Provide technical services and recommendations to researchers and/or clinicians for facility operations.	Recommend facility operational needs to researchers and/or clinicians.	In collaboration with researchers evaluate and determine facility operational needs.
Collaborate and plan data collection with researchers and/or clinicians; supervise projects; may ensure research specifications are met.	Manage projects; may assist with project development.	Work with Project Investigators to determine and develop research projects.
Conduct tours for visitors and user community.	Conduct tours for visitors and user community; represent facility to stakeholders.	Represent facility to stakeholders.
Serve on department, college, or University committees.	Serve on department, college, or University committees.	Serve on department, college, or University committees.
Coordinate operations of assigned building locations; oversee and manage moves, renovations, security issues, etc.	Provide oversight for operations and moves, renovations and security issues.	Develop projections concerning building construction, renovation, and capital equipment purchases.
Assist with maintenance of operating budgets.	Monitor and maintain operating budgets.	Develop, prepare, maintain, and administer operating budgets.
Select vendors and products; maintain inventories. May manage the production and marketing of surplus (e.g., apples, hay, wheat, etc.).	Manage purchase and inventory of chemicals, supplies, equipment and materials within budget restrictions. May market produce from farming operations.	Develop and ensure budgets are reflective of inventory and equipment needs.
Cooperate with other University units and programs, as well as state and federal government agencies.	Work with other University units and programs, as well as state and federal government agencies.	Represent the department and program; collaborate with program leaders and state and federal government agencies.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10925 SUPERVISOR FARM/GREENHOUSE, BAND E	10606 MANAGER FARM/GREENHOUSE I, BAND F	10607 MANAGER FARM/GREENHOUSE II, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associates Degree or equivalent; 4 but less than 6 years of experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent	Bachelor's degree or equivalent; 5 but less than 7 years of experience or equivalent
IMPACT	Moderate impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	Assist others Cooperation of task completion	Coordinate activities Provide guidance	Coordinate activities Provide guidance
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents and or programs	Provide information that exists within pre-established documents and or programs	Provide or receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Occasional contact	Occasional contact

FACTOR PROFILE	10925 SUPERVISOR FARM/GREENHOUSE, BAND E	10606 MANAGER FARM/GREENHOUSE I, BAND F	10607 MANAGER FARM/GREENHOUSE II, BAND G
SUPERVISION	Day-to-day supervision to employees within the department	Provide on-the-job training, guidance, advice and counsel to other employees in a similar position	Day-to-day supervision to employees within the department
COMPLEXITY	Occasionally adapt, combine or make improvements in an existing service, product, process or program. Work requires the application of logic and common sense	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires the application of logic and common sense	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making
FREEDOM OF ACTION	Directly affects functional areas Limited effect on students and employees	Directly affect a functional area Minimal effect on students and employees	Directly affect an entire department Minimal effect on students and employees
EFFECT OF DECISION MAKING	General supervision Some interpretation of established work policies and procedures is required	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times