

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:** This position provides support to TREC-Homestead's agricultural research program.

**WORKING TITLE:** Agricultural Assistant

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** XXXX

## **ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 50% Assists in field experiments including field plot layout, tagging/treatment identification, maintaining simple equipment, driving tractors with implements, plant establishment, dismantling experiments and fruit destruction.
- 40% Assist with mix-load of chemical substances, treatment applications, plastic mulch installation, planting, harvesting, fertilizing, general grove maintenance including but not limited to mowing, herbicide spraying and weed eating.
- 10% Performs other related duties as needed.

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

- Simple data collection on some field trials

**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

- Receives daily instructions from immediate supervisor and faculty sponsor as it relates to field work and field experiment assistance.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

- None

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE): M – F; 8 a.m. to 5 p.m.

EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):

- Schedule may change contingent upon weather conditions.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT <[www.hr.ufl.edu/managers/class.htm](http://www.hr.ufl.edu/managers/class.htm)>). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

- None

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A "Y" IN FRONT OF ALL THAT APPLY.

Y THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING

GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

Y THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

**OTHER CHARACTERISTICS OF THE POSITION.** DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

- Be capable of working independently on specific assigned tasks.

### **NON EXEMPT (HOURLY) POSITIONS ONLY:**

**MACHINES AND EQUIPMENT USED REGULARLY.** INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

50% Tractors 25% spray equipment 25% Grove maintenance equipment

### **EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:** XXXX

**IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:**

Jonathan H. Crane, Prof.

**REVIEWING AUTHORITY NAME AND TITLE:** Edward Evans, Interim Center Dir.