

Piedmont Soil & Water Conservation District

100 Dominion Drive, Farmville, VA 23901

Agricultural Equipment Manager

Part-time – Average of 450-500 hours per year – mostly seasonal hours (March-May and Sept-Nov)

PURPOSE This position administers the equipment rental program for the Piedmont SWCD. This position assists in carrying out the objectives in the Strategic Plan and Annual Plan of Work of the Piedmont Soil and Water Conservation District.

QUALIFICATIONS

- Must possess a valid driver's license with good safety driving record to be verified by DMV.
- Knowledge of agriculture and conservation practices.
- Knowledge of seeding recommendations.
- Ability to maintain and repair seeding equipment.
- Physical ability to perform tasks involving frequent walking over difficult terrain, lifting and carrying moderate weight (50#), and exposure to adverse weather conditions. Job tasks require mental, auditory and visual acuity.
- Must pass Virginia State Police security background and drug check.

DUTIES

- Schedule and deliver equipment.
- Prepare equipment contracts with landowner signature and including any tax-exempt forms.
- Instruct users in the operation of the equipment including calibration of the no-till seeder according to the seed being sown, operation of the hydraulic systems and maintenance.
- Check the equipment before and after each seeding operation for possible maintenance problems.
- Record acreage before and after use.
- Perform maintenance and repair.
- Practice bio-security following district bio-security policy.
- Keep a record of hours worked, mileage traveled, and related expenses incurred.
- Submit all equipment contracts to District Manager to prepare invoice.
- Assign repair and parts costs to appropriate piece of equipment. Contact the District Manager for approval of the purchase of any parts if the cost is greater than \$75.
- Submit receipts and monthly work diary to District Manager.

SUPERVISION

This position is under the administrative supervision of the Piedmont Soil & Water Conservation District Board of Directors, but receives general day-to-day guidance from the District Manager. The incumbent of this position does not supervise other employees.

SALARY Hourly (\$14-\$18)