



BCGEU POSITION DESCRIPTION

POSITION TITLE: Agricultural Assistant (SustAg) /
Horticulture Technician Assistant (Horticulture)

JOB NUMBER:777

REPORTS TO: Instructional Associates school of
Horticulture or Farm Manager of Sustainable Agriculture

INCUMBENT:

DEPARTMENT: Faculty of Science and Horticulture
(Horticulture Department and Sustainable Agriculture
Department)

DATE CREATED: Nov 15 2018

JOB CLASS: 2

DATE REVISED:

PRIMARY FUNCTION

This position provides support and assistance to the Instructional Associates with the overall operation of the Horticulture Field Lab or Sustainable Agriculture Research and Teaching Farms (including facility and equipment operation and maintenance, stock inventory, and general upkeep of the grounds and crops.

JOB DUTIES AND TASKS

1. Assist in maintenance of facilities including building, grounds and equipment.
2. Assist with the day to day production and maintenance of crops,
3. Maintain records of crop production operations. Perform record keeping functions including data entry, inventory checking, material identification, and tabulating information.
4. Horticulture staff will assist with the day to day operation and maintenance of the turf and landscape areas
5. Assist with distribution and marketing of crops, including contacting customers, delivery of products, and assisting customers at retail sales
6. Assist with the monitoring and maintenance of appropriate climate, irrigation and fertilization controls for crops grown in the greenhouses, fields and high tunnels as directed from the instructional associate production
7. Assist in monitoring, reporting and implementation of controls for biotic and abiotic stresses affecting plant material at the production facilities/farms.



8. Under supervision, apply or use, store and dispose of pesticides, fertilizers, chemicals, biological control agents, fuels and lubricants as required, and as per pest management plan, and in compliance with WHMIS, MSDS and WCB standards
9. Under supervision, maintain and repair equipment and supplies, including conducting preventative maintenance programs
10. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

This position reports to the Instructional Associates school of Horticulture or Sustainable Agriculture Research and Teaching Farm Manager

SUPERVISION/DIRECTION EXERCISED:

No supervision

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Frequent moderate lifting of 20-40 lbs
 Infrequent heavy lifting of over 40 lbs

FINANCIAL RESOURCES:

Cash handling at retail weekly sale

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Basic working knowledge of crop production areas and activities
- Physical fitness sufficient for moderate manual labour (lifting, climbing, disassembly of machines).
- Must be a self-starter
- Must be able to work independently
- Must own steel toed boots, rain gear
- Class 5 Drivers License
- Knowledge of WHMIS and safe work procedures for horticulture.
- Must be highly motivated, detail oriented, and have good organization, able to prioritize task and efficiently accomplish goals and objectives with minimum supervision
- Physical fitness sufficient for moderate manual labour (lifting, climbing, disassembly of machines). Physical requirements include lifting products and materials with a maximum weight of 50 pounds

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Completion of at least three KPU Horticulture courses: HORT 1193, HORT 1293, HORT 1132, HORT 1124, HORT 1217, HORT 1102, HORT 1104



- Equivalent transfer courses from other institutions or equivalent experience; however, preference will be given to KPU students

Knowledge Skills & Abilities revised:
