

The University of British Columbia

STANDARD JOB DESCRIPTION

EMPLOYEE GROUP: Non-Union UBC Farm Staff
JOB TITLE: Coordinator

LEVEL DEFINITION

Positions at this level perform a variety of tasks requiring a good knowledge of the procedures of the farm gained through experience.

TYPICAL DUTIES

May perform any duties of the lower classification, in addition to:

- Coordinating and overseeing the day-to-day land stewardship and production activities for a defined range of agricultural crops
- Providing practical training and limited theoretical instruction to students, employees, and volunteers
- Developing and refining procedures and systems;
- Assisting with the selection, procurement, maintenance and repair of field equipment, tools, and supplies
- Maintaining and ordering market supplies
- Coordinating market sales operations
- Supervising customer relations activities
- Coordinating field-based activities for students and/or volunteers.
- Performing other related duties as required.

DECISION MAKING/LEVEL OF ACCOUNTABILITY

Areas of responsibility are assigned and the incumbent plans and prioritizes their own work. Refers unusual problems to the supervisor.

SUPERVISION RECEIVED

Works under general supervision, exercising initiative in the performance of most duties. Receives training and guidance on new, difficult, and unusual assignments and situations.

SUPERVISION EXERCISED

May oversee and direct the work of employees at lower classifications; may provide input into seasonal staff selection and performance evaluation.

Trains and supervises new employees, students, and volunteers; and is responsible for the accuracy, production and control of the work.

MIMNIMUM QUALIFICATIONS

Completion of a technical program and a minimum of 2 years of related experience, or an equivalent combination of education and experience.