

The University of British Columbia

STANDARD JOB DESCRIPTION

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

LEVEL DEFINITION

Positions at this level perform varied and complex tasks requiring formal training and a breadth of knowledge and 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 wide range of agricultural crops
- Developing standard operating procedures
- Providing technical field advice and services
- Coordinating weekly crop harvest planning
- Conducting all site activities in alignment with relevant environmental and health regulations
- Keeping appropriate records to document compliance with these regulations
- Coordinating and enforcing best practices for produce processing and handling
- Initiating and developing partnerships with stakeholders
- Providing input and quantitative analysis to inform decision-making
- Performing other related duties as required.

DECISION MAKING/LEVEL OF ACCOUNTABILITY

Exercises judgment, responsibility, and initiative in coordinating the work of a team and determining work procedures and methods. Refers high-impact decisions to the supervisor.

SUPERVISION RECEIVED

Works under minimum supervision receiving specific instructions only on unusual problems or on matters which depart significantly from established policy and procedure.

SUPERVISION EXERCISED

May have supervisory responsibilities for a group of employees at lower classifications; may provide input into staff selection and performance evaluation.

Trains and supervises new employees, students, and volunteers, and is responsible for reviewing their work and providing feedback and guidance.

MIMNIMUM QUALIFICATIONS

Completion of a university degree or technical program in a relevant discipline and a minimum of 3 years of related experience, or an equivalent combination of education and experience.