FIELD DESCRIPTION

Field Operations Coordinator

Definition of Class
This is a supervisory position in which the incumbent coordinates and directs all field activities and garden operations for the Coy Waller Complex. The incumbent maintains the marijuana garden facility during the growing season and off-season. The incumbent is responsible for the maintenance of all farm equipment.

Examples of Work Performed
Coordinates and directs all field activities and garden operations relating to the physical upkeep, soil conservation and crop rotation.

Records and maintains detailed and extensive service log records.

Operates in compliance of Standard Operating Procedures (SOP).

Performs all tasks to ensure that all plants are cared for properly.

Monitors the temperature of the Drying Barn to prevent molding or over-drying of plants.

Performs all the tasks associated with plant sampling within a 24hr. period.

Operates and performs maintenance on all farm equipment.

Makes electrical and plumbing repairs and/or coordinates and works with the Physical Plant to repair and resolve any electrical, plumbing, air conditioning, irrigation system problems or any in-house installations.

Assists with inventory and shipments as needed.

Supervises all field and greenhouse workers.

Performs inspections of work performed by subcontractors and garden workers.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages and maintains the marijuana garden and greenhouse facility.
2. Makes decisions regarding the repair/replacement of all farm equipment and soil cultivation.
3. Coordinates the facility and garden needs and requirements.
4. Supervises building and garden maintenance.
5. Coordinates construction projects.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute
related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand and use hands to finger, handle or feel. The incumbent is periodically required to walk; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is occasionally required to sit; talk and hear; climb or balance; taste or smell; and run.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent GED.

  **AND**

- **Experience:**
  Five (5) years of experience related to the above described duties.

  **AND**

- **Licensures:**
  Incumbent must have a valid Mississippi Driver’s License.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/08/2015

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