



POSITION DESCRIPTION

Department:	Plant Sciences
Classification Title:	Crop Technician II
Working Title:	Lead Crop Technician II
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The Plant Sciences (PLSC) Department is an academic unit within the College of Agriculture, Food and Environmental Sciences (CAFES). The department is comprised of a department head, full-time faculty and part-time lecturers, support staff, 250 undergraduate majors, and a varying number of student assistants. The facilities associated with PLSC include the Department’s Crops Unit, with 70 acres of evergreen and deciduous fruit trees and berry production, 35 acres of forage crop and annual row crop production, of which 11 acres are certified organic, and 10,000 sq. feet of greenhouse space; a 16-acre Horticulture Unit consisting of 40,000 sq. ft. of greenhouse space, extensive outside production and display areas, and 7,500 square feet of shade houses; and the Leaning Pine Arboretum. The Department offers the Plant Sciences major leading to the Bachelor of Science degree. Within this major are three concentrations: Environmental Horticultural Science, Fruit and Crop Science, and Plant Protection Science.

Under the general direction of the Plant Sciences department head and in collaboration with the faculty, this individual will serve as lead and supervises technicians and student assistants to coordinate the day-to-day operations of the department’s sustainable row crop production, including vegetable and forage crops, and their associated facilities and equipment. The incumbent will be responsible for training student assistants in all aspects of sustainable row crop production and will have oversight of all non-organic production of vegetables and forages for the Plant Sciences department.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Perform a variety of tasks in collaboration with the faculty, technicians and students including, operations associated primarily with conventional/sustainable vegetable and field crop production; operations associated with organic vegetable and field crop production; operations associated with plant nutrition; installation of agricultural water and irrigation systems; operations associated with waste management; general pest control in conventional and organic systems; and general land preparation/tillage, mowing and cultivation.
2. In consultation with the Plant Sciences Department head and faculty, plan and implement sustainable vegetable and field crop plantings, including a 3-year rotation plan.
3. In consultation with the Plant Sciences Department Head, develop and operate within a budget.
4. Perform and provide support for the preparation of land for vegetable and field crop production.

5. Plan and implement vegetable and field crop irrigation and fertilization programs.
6. Operate and perform routine daily servicing of farm vehicles and equipment, including vehicles with a manual transmission, two and four-wheel drive (on and off-road), ATV, wheel and track laying tractors, mini-excavators, forklifts, and loaders.
7. Identify and resolve problems that arise, such as broken water lines, broken fences, or machinery that does not operate correctly.
8. Provide lead direction and supervision with staff technicians at the Crops Unit to enable successful vegetable and field crop management and to coordinate the safe, effective, and efficient use of Crops Unit facilities and equipment.
9. Supervise and train student assistants and technicians who work on the conventional and/or organic vegetable farms, including providing safety and food safety training, and feedback on job performance. May be required to complete performance evaluations for student assistants.
10. Assist faculty/staff with training and supervising student assistants in sustainable vegetable and forage crop production. Use organizational and time management skills to schedule daily work activities related to the sustainable vegetable and forage crop production areas, in coordination with the crop technicians overseeing the orchards and organic farm.
11. Train students and technicians in the safety and use of equipment and pesticide applications according to state and county regulations and the Pesticide Safety Information Series (PSIS).
12. Organize and maintain all records for pesticide use and safety training with technician and student involvement and follow all risk management SOPs developed by the department, college or university.
13. Provide direction and supervision to student assistant crew(s), and technicians at the sustainable vegetable and forage production unit.
14. Assist faculty and students with instruction, research, and production activities, including set-up of equipment for class, lab, and research use.
15. Demonstrate the operation of farm equipment and technical calibrations for students in classes or for laboratory exercises.
16. Monitor all vegetable and field crops for signs and symptoms of crop damage and weed pressure. Record all monitoring activity and discuss/seek input on appropriate management recourse and follow all guidelines regarding use of pesticides and other materials and equipment, including in or near certified organic acreage and state or federal areas designated as critical or endangered/threatened species habitat.
17. Safely organize, retrieve and store pesticides, personal protection equipment and other application and maintenance equipment related to crop and horticulture production.
18. Follow or help revise departmental/college SOPs for pesticides, personal protection equipment and other application and maintenance equipment related to crop and horticulture production.
19. Develop and regularly update equipment inventory lists (with Excel and/or Word computer programs or web-based interfaces), purchase needed items in a timely manner for production and class purposes.

Related Job Functions

As Needed

10%

1. Perform crop and pest management duties at other department and center crop production areas as requested by the supervisor.
2. Perform other job-related duties and special projects as assigned.
3. Attend training and maintain skill currency including Continuing Education hours required to maintain licensing and certifications related to pesticide recommendations and applications as appropriate to safely and effectively complete assignments.

Required Education, Experience, and Credentials

Education and Experience:

- Three years of progressively responsible experience in the production of field, garden, vegetable, or specialty crops (orchards, vineyards, feed crops, etc.). Equivalent to 60 semester or 90 quarter units of academic work at a recognized college or university, including agriculture and science courses applicable to the production of general field and specialty crops. (Additional specialized experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on the basis of one year experience for each 30 semester or 45 quarter units of accredited college work).

Licenses, Certifications, Credentials:

- Possess a Pest Control Advisor (PCA) license (or ability to acquire within 6 months).

Required Skills, Knowledge, and Abilities

1. Experience with primary and secondary tillage equipment and process.
2. Ability to operate, maintain and repair farm and technical equipment, including two and four-wheel drive vehicles (including off-road travel), ATV, mini-excavator, wheel track tractors; irrigation lines and pumps preparation, planting, cultivating, and harvesting equipment.
3. Ability to read, interpret and work from plans, drawings, and technical manuals.
4. Ability to independently plan, prioritize, supervise, and coordinate day-to-day tasks and long-term projects and complete work assignments in a timely manner.
5. Knowledge of State and Federal laws and regulations related to crop and horticultural pest management and control and ability to interpret and communicate as needed to ensure that all legal aspect of pesticide application, clean-up, and storage are adhered to.
6. Demonstrated ability to successfully complete technical calibrations for a variety of pesticide and fertilizer application equipment.
7. Thorough knowledge of the operation and maintenance of agricultural machinery and other equipment employed in the production of crops.
8. Demonstrated ability to monitor for crop pests, build a database and analyze results for effective pest management.
9. General knowledge of the hazards of equipment operation and chemical use, and safety rules pertaining to crop production activities; including risk management U.S. EPA Pesticide Worker Protection Standards.
10. Ability to develop and maintain excellent working relationships with local, County and State Regulatory Agencies and serve as the department liaison to such agencies.
11. Ability to understand organic certification.
12. Demonstrated experience in the production of crops, application and record-keeping of appropriate pesticides, and knowledge of irrigation systems and computerized systems.
13. Knowledge of the principles and methods related to performing instructional and technical support services.
14. Knowledge of the principles, information, methods and techniques related to crop science.
15. Ability to provide lead work direction and to plan, organize and schedule work and supervise farm personnel in equipment maintenance, safe and proper use and in sustainable vegetable and forage crop production.
16. Ability to coordinate support services on and off campus to meet a comprehensive variety of needs.
17. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
18. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the

- ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
19. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
 20. Thorough knowledge of English grammar, spelling and punctuation.
 21. Ability to interpret, communicate and apply policies and procedures.
 22. Demonstrated ability to maintain a high degree of confidentiality.
 23. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
 24. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Bachelor's Degree from an accredited college or university in the field of agriculture (e.g. horticulture, agronomy, plant sciences) or similar field.
- Demonstrated skills in an institutional/educational environment utilizing a student-oriented and service-centered attitude.
- Extensive knowledge of all aspects of vegetable production comparable to having three or more years of direct experience in crop production, farm management (crop rotations, budgeting, employee management), and/or farm research (experimental plot establishment, maintenance, data collection).
- Possess a Qualified Applicators Certificate (QAC) or Qualified Applicators License (QAL) for pesticide applicators (or ability to acquire within 6 months)

Special Conditions

- Must be able to work in hot, dusty conditions during summer months and cold, wet conditions during the winter.
- Must be able to safely handle, mix, organize, and store pesticides.
- Must be able to conduct regular field and greenhouse inspections, up to a two-mile area with close-up inspections of plant parts to monitor field and greenhouse activity.
- Must have the ability to sit or stand for extended periods, physically lift 50 pounds to shoulder height repeatedly, lift, carry, push, or pull objects repeatedly, and possess the dexterity of hands, fingers, and wrist to operate a computer keyboard and farm equipment.
- Must be able to safely move bags of fertilizers and pesticides weighing up to 60 pounds to satisfy legal storage guidelines and for loading chemical dispensers.
- Must be able to communicate in person and by telephone repeatedly throughout the day as needed.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA) but may earn CTO at the rate of time and one-half the hourly rate.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME

SIGNATURE

DATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE SIGNATURE

DATE

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE SIGNATURE

DATE

HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Crop Tech II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 0651/1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R09
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number: _____		Date: 9/16/24