



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRISON FARM SUPERVISOR	27	H	9.551

Under general supervision of the Prison Industries Supervisor, perform responsible farm work at a correctional institution farm, supervise and instruct an inmate crew; and perform related work as required.

Participate in and supervise inmates in the work involved in the operation of a diversified farm that provides feed for the dairy livestock and a work program for the inmates; select planting areas for crops; level fields and conditions the soil; plant and cultivate crops to maturity; irrigate; fertilize; weed and control pests and plant diseases; harvest and store crops; rotate livestock from one grazing area to another and feed and tend dairy livestock; prepare related reports that track inmate labor, water usage and livestock history.

Maintain and repair farm equipment by changing oil and filters, performing tune-ups and making minor and major repairs to keep the equipment in useful condition.

Maintain and repair the irrigation pumps and wheel lines, fences, structures and fixtures located on the farm.

Assist with the milk processing activities when necessary to maintain production and quality controls by milking cows, sanitizing equipment and operating the delivery truck.

Purchase parts and supplies used in livestock and crop operations such as equipment parts and veterinary supplies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Three years of general farm experience, one year of which was supervising a crew of farm laborers.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: modern farming principles, methods and techniques relative to field crop production; the care and feeding of dairy livestock. **Ability to:** operate and repair farm tools and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: of the principles and practices of supervision; departmental and State purchasing regulations; inmate custody and security procedures. **Working knowledge of:** the use and care of mechanical milking equipment; modern methods of sanitation on a milk production line. **Ability to:** operate and maintain a wheel line irrigation system; operate a milk delivery truck.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.551

ESTABLISHED:

1/61

REVISED:

7/1/91P

11/29/90PC

REVISED:

5/18/12RNC