



Farm Facilities and Equipment Manager Job Description

Providence Farm Collective (PFC) is a non-profit organization established in 2019 with a vision of empowering just and equitable access to food and farmland! PFC provides underserved communities and individuals in Western New York with land to farm; business and farming education; affordable fresh produce; a place to share cultural farming traditions and the social, emotional and health benefits of nature.

For more information on PFC's programs visit www.ProvidenceFarmCollective.org/programs. PFC is currently seeking a Farm Facilities and Equipment Manager to assist the Farm Director with PFC facilities management.

Job Description:

Farm Facilities and Equipment Manager will be onboarded and supervised by the Farm Director and Executive Director. This position will be involved in nearly all aspects of farm operations, as needed, including:

Assist with general farm tasks:

- Operate equipment such as tractor & various implements, walk-behind tractors, utility vehicles, and irrigation system
- Assist in the development and oversight of infrastructure construction and maintenance including fencing, barns, sheds, walk-in cooler, etc., as needed
- Assist Farm Director with field preparation, seeding, weeding, irrigating, pest management and cover cropping as needed

Maintain PFC's Infrastructure and Buildings:

- Responsible for the maintenance, care, repair, and efficient operation of facilities
- Maintain all farm facilities, including cleaning of restrooms, offices, kitchen, pavilion, and other spaces
- Ensure all facilities and equipment are ready for regular business and special events
- Perform regular inspection and maintenance of facilities
- Maintain an organized and clean workspace and workshop

Maintain PFC's Tools and Equipment:

- Responsible for the maintenance, care, repair, storage, and efficient operation of all farm equipment, including irrigation, walk-behind tractor, UTVs, tractor & implements
- Coordinate with Farm Director and Executive Director in ordering and organizing tools, supplies, and equipment
- Perform regular inspection and maintenance of equipment and tools

Administrative tasks:

- Oversee daily workflow, coordinating the scheduling of facilities and equipment use with the Farm Director and Executive Director



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- Coordination of land preparation, grounds maintenance, and equipment and facilities repairs and upgrades with the Farm Director and Executive Director
- Coordinate with Farm Director and Executive Director ordering and organizing supplies
- Plans with Farm Director and Executive Director for new purchases of equipment and updates
- Manage facilities budget with oversight of Executive Director
- Maintain files of warranties, records, licenses, inspections, service agreements, and contractors for all equipment
- Maintain inventory, storage, and distribution of equipment

Requirements/ Qualifications:

- Farming and agriculture experience
- Carpentry and construction skills
- Small engine repair skills
- Knowledgeable in facilities management
- Ability to maintain records and understand written directions in manuals and on websites
- Ability to use Google Drive as required to maintain records and data
- Hard working, efficient, and positive
- Excellent communicator
- Self-directed, reliable, and responsible
- Ability to work under the supervision of the Farm Director and Executive Director, as well as with others
- Ability to work well with others
- Ability to bend and lift 50 pounds
- Valid driver's license and personal transportation preferred

Term and Hours:

This is a full-time, seasonal position with a possibility of year-round extension. Applicants able to work 40 hours per week, with potential for flexible winter hours will be considered.

Application and Interview:

To apply please send a resume and a brief introductory note to providencefarmcollective@gmail.com.

We will contact qualified applicants to arrange an interview.

Compensation:

Base salary is \$43,000.00, plus benefits.