



### **Job Description**

#### **Farm Shop Manager / Lead Mechanic**

**Appointment: Full Time, Salaried**

**Supervisory: This position has direct supervisory responsibilities of the Shop Service Mechanics.**

The Hudson Valley Farm Hub, a 1,500-acre non-profit education farm dedicated to an equitable and ecologically resilient local food system, is seeking a Farm Shop Manager / Lead Mechanic.

**Position Summary:** The Farm Shop Manager's primary responsibility will be to manage maintenance and repairs for a large fleet of farm machinery and vehicles, ensuring that shop workflow is in sync with the operational priorities of the farm. The Farm Shop Manager will report to the Farm Manager.

#### **Essential Duties and Responsibilities**

- Perform diagnostics, routine maintenance and necessary repairs on agricultural tractors, implements and trucks
- Maintain an efficient shop working environment, including the safety, security and cleanliness of the shop and surrounding area. Prioritize workflow of the shop to meet the operational needs of the farm.
- Oversee computerized service and maintenance records, including inventory control, purchasing and budget tracking
- Supervise shop personnel, train staff equipment operators
- Facilitate the acquisition of new equipment/machinery, or the dispersal of retired equipment/machinery as needed

The ideal candidate will be able to adapt to growth in a dynamic and changing operational environment, be able to work both independently and collaboratively with a wide diversity of people, and employ effective time management and organizational skills grounded in a solid understanding of the seasonal pressures of farming.

#### **Detailed Duties and Responsibilities:**

- Perform skilled diagnostics, maintenance and repairs on a wide variety agricultural equipment and machinery (specifically John Deere equipment)
  - Prioritize and assign maintenance and service tasks on a daily basis
  - Maintain detailed records
- Operate farm machinery for the purpose of diagnostics and/or training, including harvesters, sprayers, tractors, forklifts, snow plows, etc. as well as hand and power tools.
- Direct seasonal vehicle maintenance including the winterization of all farm equipment
- Execute and further develop the safety program for the shop facility.
  - Participate in the Hudson Valley Farm Hub Safety Committee
  - Facilitate safety training for a variety of personnel; maintaining accurate records.
  - Comply with OSHA agricultural regulations, including Lock out/Tag out
- Record-keeping
  - Develop and execute a preventative maintenance program that logs all major farm equipment by type, serial number or specific identification, and tracks usage by time periods and required maintenance/service checks.
  - Develop and execute quality control standards that will ensure all equipment serviced by the shop meets a prescribed standard prior to release and use in the field.

- Develop, successfully implement and monitor an inventory control program for all shop parts, machinery, equipment and service items
- Purchasing and budget management
  - Manage shop budget and assist in the development of the annual budget for shop operations and maintenance.
  - Implement purchasing procedures for shop equipment and supplies.
  - Maintain proper levels of inventory to meet the day to day requirements of the shop operations, including parts, tools, petroleum products, fabrication parts and equipment and any other items required to sustain shop operations.
- Attend staff meetings and trainings as a member of a mission-oriented organization.

### **Requirements and Qualifications**

- Knowledge and experience in the fabrication and structural repair of new and used equipment for agricultural use.
- A solid working knowledge of gasoline and diesel engine service and repair, hydraulic and pneumatic operations, plumbing, electrical tasks and field irrigation.
- High school diploma or GED is required. Technical training in mechanical, gas and diesel engines and welding required. An equivalent combination of education and experience that provides the skills, knowledge and abilities to perform the essential functions of the position may be substituted.
- Ability to supervise experienced mechanics and apprentices to perform routine and major repairs or services. Six years of experience as a supervisor required, or a demonstrated progression of increased responsibility.
- Ability to make critical decisions under pressure, specifically during periods of peak operations
- Excellent verbal and written communication and interpersonal skills are required to effectively work with and supervise employees with a wide range of skill sets, educational levels and work experiences.
- Valid NYS drivers' license
- Valid NYS CDL license Class A or the willingness to obtain
- Must be physically capable of performing maintenance on equipment and machinery, working long hours seasonally and operating equipment/machinery.
- Experience with precision agriculture technology preferred.
- Experience teaching apprentices in a shop environment or similar educational setting is desired.
- Bilingual English-Spanish speaker a plus.

### **Working Conditions/Physical Requirements:**

Work is performed in a shop/field environment. May work with a variety of machinery and hand tools, outdoors in adverse weather conditions on and around equipment and machinery.

The Farm Shop Manager is a full-time, salaried position. We offer a competitive salary and benefits package and are an equal opportunity employer. All candidates, regardless of race, gender, age, or sexual orientation are encouraged to apply.

Interested candidates should email a cover letter, resume, and three professional references to [hr@hvfarmhub.org](mailto:hr@hvfarmhub.org).