

**JOB TITLE:** Agriculture Facility Assistant

**STATUS:** Non-exempt

**REPORTS TO:** Director of Career and Technology Education

**TERMS:** 261 days

**DEPARTMENT:** Career and Technology Education

**PAY GRADE:** 305

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**PRIMARY PURPOSE:**

Assist with the management and maintenance of the agriculture facility for the safety of students and livestock.

**Education:**

High School Diploma or GED

**Special Knowledge/Skills:**

Valid Texas driver's license

Knowledge of farm equipment and implements

Knowledge and experience with various livestock animals

Ability to diagnose and repair basic mechanical, electrical and plumbing problems

**Experience:**

Two (2) years' experience in the caring and raising of livestock/animals, preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Perform routine vehicle mechanical repairs and preventative maintenance in a timely and efficient manner and without supervision. Maintain accurate, up-to-date preventative maintenance records.
2. Perform minor repairs in the facility and identify when a specialized trade is needed to solve problems.
3. Collaborate with agriculture teachers and CTE Department in the preparation for Pearland Livestock Show and Career Expo (PLSCE), other livestock shows, and additional educational events held at the facility.
4. Perform general inspections of animals, stalls, and report any problems or concerns to agriculture teachers.
5. Manage student access to Agriculture facility including additions, deletions, reports, and maintenance of gates and gate control systems.
6. Responsible for scheduling and completing safety inspections for equipment and the agriculture facility.
7. Maintain security of grounds, facility, and livestock.
8. Manage, organize, and maintain the trailer checkout program.
9. Accurate and consistent use of Time Clock Plus (TCP) and Frontline.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Be on call nights and weekends for emergency situations at the facility.

12. Perform other duties as assigned.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Computer, peripherals, and software including Microsoft Office and TEAMS and card reader system; agricultural equipment including farm tractor and implements, skid steer, farm and ranch tools, livestock equipment; truck and trailer, landscape equipment and tools

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking; repetitive hand motions; keyboarding and use of mouse; overhead reaching

**Lifting:** Frequent lifting (50 pounds); may lift and move agriculture equipment and animals

**Environment:** Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; exposure to biological hazards; work around machinery with moving parts; work around moving objects or vehicles; work on ladders; work on uneven or slippery surfaces; work around animals; may work alone; frequent district-wide and limited statewide travel

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours; ability to work flexible hours on a weekly basis

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date