

Monroe County Sheriff's Office

CLASS TITLE: LANDSCAPING/ANIMAL FARM ASSISTANT

Pay Range: 07
Exempt: No
Shift: 8 HR w/Holidays

The purpose of this post order is to establish guidelines for the duties and responsibilities of the Landscape/ Animal Farm Assistant. The Landscape/ Animal Farm Assistant is responsible for the cleanliness, appearance, and upkeep of all Monroe County Sheriff's Office (MCSO) facility grounds. The Landscape/ Animal Farm Assistant is responsible for the feeding and care of the animals on the farm and for maintenance and development of the farm grounds. Work is performed under the general direction of the Animal Farm Supervisor. The assigned person will be responsible for assisting in ordering all supplies needed for the farm and will help oversee the design, construction, and maintenance of all animal living quarters. There are many situations that may arise which are not specifically covered by this post order. If further instruction is needed, you are directed to consult your supervisor. Must be able to work flexible hours, weekends included.

QUALIFICATIONS REQUIRED:

Minimum of a high school diploma, with some experience in landscape design and horticulture. Experience in Animal Management/Husbandry.

JOB COMPLEXITY:

Ensures that the Animal Farm meets the specific requirements for an animal exhibitor as established by the U.S. Department of Agriculture. Ensures that grounds, flora, and design integrity are maintained. Responsible for developing new landscaping themes.

CONSEQUENCE OF ACTIONS:

This individual is directly responsible for the upkeep of the farm grounds, and the health and welfare of all animals located there. Directly responsible for the appearance of the Facility grounds presented to the public and other professionals.

ASSETS:

Not responsible for any assets.

WORK CONTROLS:

Worked is performed independently under the general direction of the Animal Farm Supervisor.

- 70% Maintaining and care of the animal farm and maintenance of MCSO grounds.
- 30% Supervisory duties – OJT instruction for inmate staff.

PERSONAL CONTACTS:

Work involves contacts with schools and other agencies in organizing the Animal Farm tours. Must develop good working relationships with various shelter and sanctuaries in Florida. Individual will contact a variety of suppliers and contractors. Must be able to negotiate intelligently with nurseries, excavators, etc.

SAFETY OF OTHERS:

Position is directly responsible for supervising inmate workers assigned to the Farm. This involves supervision in areas where no timely back-up personnel are readily available. Directly responsible for the safety of inmate workers, operating mowers, hedgers, weed whackers, and other potentially dangerous machinery.

PHYSICAL EFFORT:

The work may involve strenuous physical effort from maintaining the Animal Farm and physically controlling inmates.

- Heavy lifting (up to 100 pounds)

HAZARDS:

Work involves some hazard in supervising inmates, and handling animals and various equipment and machinery. Inmates have access to knives, hammers, shears, screwdrivers, etc. This supervision often takes place in areas distant from immediate back up.

WORK ENVIRONMENT:

Generally, work is performed outside around the facility and on the Farm; work involves supervising inmates on a regular basis, in areas where no immediate back up is available.

- Work inside
- Work outside
- Work in confined spaces

SUPERVISORY AUTHORITY:

Work involves no significant supervisory authority over Sheriff's Office personnel.

ESSENTIAL JOB FUNCTIONS:

The Landscape/ Animal Farm Assistant responsibilities and duties shall consist of, but not be limited to:

Maintain safety and security on all MCSO grounds and farm area

Maintain eye contact of all inmate workers at all times.

Supervise and train all inmate workers assigned to the landscape/farm work crew.

Maintain the cleanliness and appearance of all facility grounds.

Maintain the safety of all inmate workers operating push lawn movers mowers, riding lawn mower, edgers, weed whackers, trimmers, blowers, power washers, chainsaws, wood chippers, pole saws and other potentially dangerous machinery and equipment.

Supervise all landscaping projects on Sheriff's Property from the entrance at college road, to the back of the homeless shelter, cutting grass, weeding rock areas and fencing, cutting and pruning trees and shrubs, removing trash from ground and trash cans. Dump and clean Cigarette containers. Handling of Gas and other mixed Chemicals.

Have knowledge of tropical and sub-tropical shrubs, trees, etc.

Supervise the care and feeding of the farm animals.

Assist in providing special nutrient needs to sick or injured animals as directed by the Farm Supervisor

Help maintain an animal management program that meets or exceeds USDA standards.

Help Maintain current license (s) and certification for the animal farm.

Provide on-site treatment without on-site veterinary supervision.

Assist in maintaining exact and current medical charts for each individual animal on the farm.

Assist in scheduling and conducting animal farm tours for area schools and community groups.

Assist in maintaining the cleanliness and appearance of Animal Farm grounds.

Report all donations received to the Animal Farm Supervisor and Finance to be deposited.

Assist in running the farm when the Farm Supervisor is not available/off.

Complete annual retraining for all standards, accreditations and procedures

Execute all other duties, assignments, and special orders as may be directed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience with landscaping in a tropical climate.

Knowledge and experience in handling, feeding and caring for various animals.

Knowledge and experience in maintaining an account which includes balancing the account, processing deposits and maintaining a record of all funds deposited into and paid out of the account.

Ability to supervise inmates and delegate responsibilities amongst them.

Knowledge of the specific codes set forth by the Department of Agriculture regulating the maintenance and upkeep of an Animal Farm.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license issued by the State of Florida.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.