Job Description: Operations & Site Coordinator

TUF Mission Statement:
The Urban Farm (TUF) strives to provide the opportunity for urban youth to engage and participate in local food and agricultural systems by removing the barriers to entry such as land access, time, location and finances. TUF delivers experiential programs in animal husbandry, organic gardening, environmental education, and food security that provide practical and behavioral life skills for youth and young adults. Our aspiration is to foster compassion and resilience in people and inspire them to build sustainable, healthy, and equitable communities.

Position Summary:
The Operations & Site Coordinator is responsible for stewarding the physical spaces at The Urban Farm, including land, buildings, and equipment. TUF hosts over 100 heads of livestock including horses, goats, sheep, chickens as well as greenhouses, community garden, and market vegetable garden. Duties include maintenance of facilities and grounds, space organization, vehicles and equipment up-keep, training teammates on infrastructure care and equipment use, keeping farm systems in working order and improving physical infrastructure in alignment with TUF’s Master Plan. This position will report directly to the Executive Director, and work collaboratively with the TUF Team.

Essential Job Functions:

Ground & Facilities Maintenance
- Regularly inspect site and facilities to identify and troubleshoot work needed to ensure the safety, accessibility, cleanliness, and aesthetic appeal throughout TUF’s ~20 acre property.
- Perform and/or coordinate routine maintenance of building systems based on blueprints and equipment manuals including but limited to fountain filters, HVAC systems, winterizing non-insulated water systems, cleaning drainage troughs/gutters.
- Perform or coordinate site maintenance tasks such as waste removal and collection (trash, dumpster, recycling, composting, manure), vandalism repair, repainting, power washing, fence construction/repair, irrigation repair/ installation, and general repairs or improvements that do not require specialized technician.
- Develop and monitor program work plans, ordering supplies and materials, work breakdown, and project milestones, while adhering to a project budget.
- Initiate and oversee contracted work including the bid process, scheduling, permitting, and service as the primary communicator for the contracted services.
- Clean and maintain hardscapes, pathways and roads, in various weather conditions (i.e. spring repairs and winter snow removal).
- Contribute to pest prevention and wildlife management including scheduling services for or performing rodent control, prairie dog management, wasps, and carpenter bees, etc. in accordance with best practices and industry standards.
- Participate in the planning, development, and care of natural open space restoration projects, plant management schedules, and integrated wildlife management efforts in accordance with TUF’s Master Plan and the City of Denver’s Department Parks and Recreation. Activities include but are not limited to pasture mitigation, mowing, tree plantings, compost management, install of native plants, and noxious weed removal.
- Support executive director and staff team in implementing an updated security plan, and security measures.
- Contribute to regular cleaning and repairs of paddocks and livestock shelter in cooperation with TUF’s livestock and equine staff.
- Contribute to horticulture projects such as reskinnings greenhouses, installation of new gardens, or spreading mulch as needed.

Vehicle & Equipment Maintenance
- Care and maintenance of farm equipment and vehicles will require be knowledgeable of its function, its abilities, and constraints, continually inspect its condition, perform regular maintenance on its components, perform regular cleaning inside and outside of the equipment, prepare it for its intended use, communicate and coordinate on preventive fluid maintenance and other mechanical repairs needed, effectively and safely operate, thoughtfully and proactively clean and store, and otherwise protect and be productive with equipment.
- Oversee the inspection and maintenance of TUF’s vehicles, tractor implements, and small equipment to ensure proper function and longevity, including scheduling required servicing and maintaining service records.
- Responsible for properly stocking and storing fuel (gas, diesel, propane)
- Equipment includes but is not limited to Kubota tractor, brush hog, manure spreader, trailers, farm truck, tiller, walk behind bcs, lawn mowers, weed wackers, arena drag, snow blowers.
- Develop and oversee general tool storage, inventory, and check-out system (hand tools include wrenches, pliers, cutters, hammered tools, screwdrivers, clamps, snips, hacksaws, drills, etc.)

Program Engagement & Support
- Support with “all hands on deck”/ large events, such as TUF’s annual Farm Fest and Farm, Summer Camp preparation, and Farm to Table Dinners by contributing to the organization of parking, proper signage, vendor set-up, equipment rentals etc.
- Use, demonstrate, and lead youth participants and volunteers the proper use of hand tools and small equipment such as drills, hammers, irrigation, etc.
- Coordinate and lead groups of volunteers in projects involving site improvements and management.
- Lead a group of youth enrolled in TUF’s Cultivating Change in Youth program in structured programming to include a variety of activities and vocational skills in site management, grounds maintenance, small construction, and vehicle maintenance tasks with the support of other staff (~1 day per week).
- Organizing space, including sorting through materials, supplies, and equipment to keep spaces organized, reset, properly stored, and free from clutter in coordination with staff. Spaces include but are not limited to haybarn, equipment sheds, supply rooms, and other storage structures, program/office space.

The Urban Farm, 10200 Smith Road Denver, Colorado 80239
Job Description – Operations & Site Coordinator
Updated: April 2023
Administrative

- Maintain current titles and registrations of farm vehicles and trailers.
- Ensure all documentation is securely entered into the appropriate management information and electronic file systems.
- Manage onsite contracts including but not limited to waste removal, weed management, and security.
- Communicate frequently with coworkers regarding site needs, volunteer projects and and report on activities.
- Contribute to annual budget planning by working with the Executive Director to identify both ongoing and project-based expenses as it relates to site operations and maintenance.
- Participate in TUFs Land Use and Master Planning Committee, consulting with the group to discuss site priorities and projects.

Education & Experience:

- High school diploma or equivalent.
- Relevant degree or 3+ years of previous work experience in farm operations management, livestock management, natural resource management, contractor or related fields is highly preferred.

Qualifications

- A commitment to The Urban Farm’s mission and vision.
- Excellent interpersonal and verbal communications skills and techniques, with a demonstrated ability to work well with other staff, program participants, youth and volunteers of diverse backgrounds and abilities.
- Ability to work in a safe, organized, and efficient manner, with a keen eye for detail.
- Experience using hand tools, power tools, small equipment & large equipment (i.e. tractor, disk, manure spread, drag, truck, trailer, drill, saws, nail gun etc.)
- Ability to develop, plan and implement short and long-range goals, establish priorities and organize resources.
- Strong communications, team building, integrity, work ethic, and ability to think outside the box.
- Ability to encourage, motivate, supervise and organize work crews and volunteers
- Knowledge of the materials and methods of landscaping, grounds maintenance, and basic carpentry.
- A work style that yields high results when working independently or as part of a team.
- Basic computer and email skills.

Preferred Qualifications

- Bilingual in English and Spanish is preferred.
- A minimum of 2 or more years of experience working with a team in a startup and/or high-growth environment.
- Demonstrated experience with livestock (cattle, horses, goats, sheep, poultry, etc.).
- Ability to contribute ideas on how to expand, improve, diversify the operation.

Work Environment:

- Majority of time will be spent outdoors in all weather conditions.
- May be exposed to loud noises while using equipment.
- Weekend and holiday hours may be required.
- May be required to work when The Urban Farm is closed due to severe weather or closures.
Work is accomplished with moderate supervision. Work is reviewed for accuracy and overall adequacy.

**Physical Requirements**
- Ability to lift/carry up to 50 lbs.
- Requires prolonged walking, sitting, and standing.
- Requires a full range of physical motion to operate equipment and complete tasks.
- Successful performance requires specific vision abilities that include close to far vision, to include depth perception and visual accuracy.

**Certificates, Licenses and Registrations**
- Valid U.S. Drivers’ license and the ability to be insured by The Urban Farm.

**Compensation & Benefits**
- This is a full-time position requiring 40 hours per week. Starting salary will be depending on experience and qualifications; however, the starting salary for this position is $45,000 - $60,000/year.
- All salaried, full-time candidates are eligible for our generous, flexible vacation policy, Individual Coverage Health Reimbursement Arrangement (ICHRA) Plan, and 401(k) employer match, and a seasonal vegetable share.

**To Apply**
Send a cover letter, resume, and three professional/academic references to Michelle Graham Rodriguez, Executive Director at michelle@theurbanfarm.org. Applications will be accepted and reviewed on a rolling basis until May 12th, 2023. Please use the subject line “YourLast Name_Operations & Site Coordinator”.

**Additional Information**
*The Urban Farm provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin disability, genetic information, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

*Employment is pending successfully passing a criminal background check.*