

**Maine Coast Heritage Trust  
Position Description**

**Farm Hand and Equipment Operator, Aldermere**

Department/Division: Stewardship  
Reports To: Operations Manager  
Effective Date: April 2023  
Status: Full Time – Seasonal  
Classification: Non-Exempt

**GENERAL SUMMARY:**

Under the general supervision of the Operations Manager, assists primarily with operational functions of Aldermere Farm and Erickson Fields Preserve including facility and property maintenance, woodlot management as well as hay operations. Attention focused to safety protocol and equipment maintenance. Will be expected to assist directly with the cattle on occasion.

**ESSENTIAL JOB FUNCTIONS:**

- Able to safely operate equipment including tractors (over 100 H.P), trucks, trailers, PTO driven implements and small machinery and hand tools.
- Assists with implementation of preventative maintenance for farm trucks, tractors and equipment
- Assist with building projects and maintains all type of fencing for the property
- Assists with hay production including processing, handling and storing hay bales
- Performs property management, landscaping and lawncare.
- Able to safely operate chainsaws and pole saws in the pruning and processing of firewood and forest management practices.
- Occasionally assists in chores and management of cattle.
- Occasionally performs general maintenance on house, barn, shed and other infrastructure.

**REQUIREMENTS:**

Some irregular hours on the weekend and evenings required as needed for agricultural-related responsibilities.

Background Check Required.

**EDUCATION & EXPERIENCE:**

Practical experience in agricultural, construction, mechanical and/or property management.

**QUALIFICATIONS:**

- Good project management and problem-solving skills
- Good oral communication skills
- Ability to promote and maintain positive public relations and to interact with a wide variety of people
- Ability to coordinate projects with peers/supervisors in the organization collaboratively, including accepting positive feedback and constructive criticism to complete the tasks more effectively.

- Commitment to issues of diversity, equity and inclusion as it relates to Maine agriculture, land stewardship, conservation, and community well-being
- Basic computer skills necessary to create and maintain email communications, spreadsheets and operational documents, utilizing assigned software.
- Ability to use hand tools and small machinery
- Valid Drivers' license
- Must always carry a multi-tool and a cellphone
- Must be able to safely operate a chainsaw in the felling and processing of trees for firewood and stand thinning.
- Able to safely operate equipment including tractors (over 100 H.P), trucks, trailers, PTO driven implements

#### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work takes place in the office and in the field. Field operations work is almost entirely outdoors in all-weather conditions. Work will require, at times, significant physical strength and endurance. Some substantial care will need to be taken while working around up to 2,000-pound cattle that at times can be aggressive and around potentially very dangerous equipment. Subjected to farm related odors. Administrative Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

*Maine Coast Heritage Trust does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission.*