

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SEED CROP FIELD INSPECTOR/ADVISOR

Reports To: Manager, State Seed Certification Service

UW Job Code: 7107

UW Job Family: 53 – Agricultural Technicians

SOC Code: 19-4012

FLSA: Exempt

Pay Grade: 20

Date: 4-1-09 (revised 3-22-19)

JOB PURPOSE:

Provide support for field inspections associated with the services of the Wyoming Seed Certification Service; assist in supervising summer temporary field inspectors while inspecting seed crops. Make management recommendations to Wyoming growers with practical management options with sufficient understanding of the economics of those options to provide workable solutions. Provide individual as well as program-based plant pathology guidance to seed and crop producers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect seed crops in Wyoming, primarily the Big Horn Basin, identifying weeds, specific plant diseases, and insects impacting seed crops.
- Provide supervision for summer temporary field inspectors.
- Communicate with constituents of the Wyoming Seed Certification Service regarding policies, procedures, standards and certification status of their crops in both written and verbal forms.
- Act as the program Extension plant pathologist, addressing industry questions related to diseases impacting seed crops in the state and collaborating with plant pathology colleagues to explore the impact of diseases on seed crop production.
- Make management recommendations to farmers and growers regarding best practices for seed and commercial crops.
- Identify and recommend remedies for fields that do not meet certification standards.

SUPPLEMENTAL FUNCTIONS:

- Extensive day travel in northern Wyoming utilizing University-owned vehicles.
- Interact with the seed industry via presentations and meetings to develop relationships and provide education regarding seed production in Wyoming.

- Provide official documents to clients such as Transfer Certificates, Bulk Sales Certificates, and Tags for fields and seed lots that meet seed certification.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Stress Tolerance
- Collaboration
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's Degree in Agricultural or Natural Resources-related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid driver's license**
- **Defensive Driving certification**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic computer usage and software in use in this department.
- GPS technology and usage.
- Communication methods and techniques.
- Data entry methods and techniques.
- Supervisory methods and techniques.
- Applicable University, federal, state, county and city rules and regulations.
- Departmental policies and procedures.
- ArcGIS and geo-mapping.
- Agronomic principles and how farming practices impact seed production.
- Seed-borne pathogens.

Skills and Abilities to:

- Identify weeds, specific plant diseases and insects impacting seed crops on field inspections.
- Walk fields in different weather conditions, including water, mud and uneven ground.
- Use computer system and peripheral equipment for data accumulation and reporting.
- Supervise temporary summer field inspectors.
- Communicate effectively, both orally and in writing.
- Travel extensively in northern Wyoming on field inspections.

- Recognize, diagnose, and explain the impact of dry bean diseases as they impact seed and commercial bean production.
- Act as an Extension resource to the general public as well as program clients.

WORKING CONDITIONS:

Outdoor work and extensive travel in the northern Wyoming area of the Big Horn Basin. Subjected to hazards of working outside including walking through fields in different weather conditions including, but not limited to water, mud and uneven ground; dust, dirt, insects, snakes, or other animal hazards located in this area; video terminal display hazards; and hazards associated with winter driving.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.