



**Forest Preserve District of DuPage County**  
**JOB DESCRIPTION**

**Job Title: Historical Farming Program Assistant**

**Job Code: 708**

**Business Unit: Comm. Services & Ed/Kline Creek Farm**

**FLSA Status: Non-Exempt**

**Manager Title: Historical Farming Program Coordinator**

**Last Date Reviewed: September 24, 2018**

**Job Purpose**

**This position uses the livestock and physical facilities of Kline Creek Farm to demonstrate and educate visitors about 1890s farm life.**

**Essential Duties and Responsibilities**

- **Educate, interpret and demonstrate historical farming practices to the public through general interaction, planned events or during farm activities**
- **Perform daily care tasks including cleaning, breeding and husbandry of livestock, monitoring the animal's physical condition, and providing appropriate treatment**
- **Feed the animals including accurate weighing or portioning the feed for each**
- **Train and supervise farm volunteers on methods and procedures used to safely operate and maintain the farm**
- **Perform teamster horse driving duties including grooming, harnessing, hitching and driving the farm's horses**
- **Maintain and repair the farm's agriculture-related physical facilities**
- **Adjust and operate the farm's tractor and modern implements**
- **Construct new period-appropriate farm equipment or facilities**
- **Perform other duties as required**

**Education and Experience Required**

**Related Experience:** Two (2) years experience in the daily care of farm animals and maintenance of equipment; or equivalent combination of training and experience.

**Knowledge Of:** Farm animal care in a living history setting; farm operation techniques.

**Skills In:** Using farm equipment, including trucks, tractors and utility vehicles; using a variety of tools; repair of mechanical tools and equipment; understanding verbal and written instructions; demonstrating and interacting with the public in a safe manner.

**Onboarding/Training Requirements:** Criminal Background Check  
Driver's License Check  
Drug Screen  
HBV Series/Hepatitis B (Candidate can refuse)  
Mandated Reporter – Abused and Neglected Child Reporting  
National Sex Offender Registry Check  
Physical  
Youth Protection Standards Training  
CPR/1<sup>st</sup> Aid Training

## Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				<b>X</b>
Walk			<b>X</b>	
Sit		<b>X</b>		
Use hands to finger, handle or feel				<b>X</b>
Reach with hands and arms				<b>X</b>
Climb or balance			<b>X</b>	
Stoop, kneel, crouch, or crawl			<b>X</b>	
Talk or hear			<b>X</b>	
Taste or smell			<b>X</b>	

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.		100 lbs.		Over 100 lbs.	<b>X</b>
Frequency	Small		10 lbs.		25 lbs.		50 lbs.		Over 50 lbs.	<b>X</b>

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
<b>X</b>	Other (describe)
<b>Describe:</b>	Farming is almost exclusively an outdoor activity. Daily tasks must be accomplished no matter the weather. Stacking hay bales is very dusty and is often done on very hot days. Plowing is either dusty or muddy depending on soil conditions.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
<b>X</b>	Other (describe)
<b>Describe:</b>	Eye protection for certain tasks; Hearing protection for mowing with the tractor. Steel toe shoes recommended.

**Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.**