

## **Misty Brook Farm Shop Foreman/Fleet Manager**

**Type:** Full-Time Year-Round Position. 35-50hr per week. Smoke Free Workplace.

**Category:** Equipment & Vehicle Maintenance & Repairs

### **OVERVIEW**

Oversee maintenance of all delivery vehicles, farm vehicles, and farm machinery; calculate cost of major repairs & ROI; identify & source parts; return parts; manage & order shop supplies; research & purchase farm vehicles; schedule appointments for vehicles (inspection, alignment, etc.); manage registration & inspection of vehicles; fix vehicles & equipment; Assist in other aspects of the farm as needed. Participate in farm lunch on Wednesday.

### **OPPORTUNITY**

Opportunity to be an integral part of an organic forage-based livestock farm that focuses on quality over quantity. Opportunity to have autonomy and manage an essential part of the farm that has a direct impact on our local food system. Opportunity to be part of a team that cares about the work they do and the impact they make in their community.

### **REQUIREMENTS**

Candidates must:

- Enjoy keeping track of multiple moving pieces.
- Be able to work on vehicles and equipment.
- Be aware of safety around equipment.
- Be able to lift 50+lb.with ease.
- Be able to change tires.
- Be able to use software to track maintenance and repairs on all vehicles and equipment.
- Be able to keep inventory, order parts, and order supplies.
- Be able to calculate a return on investment (ROI) for repair projects.
- Be a team player.
- Be able to work well independently.
- Be able to work with teenagers who have a high level of mechanical ability.
- Be able to organize parts and projects for supporting team members.
- Be observant and able to see both the details and the whole.
- Be enthusiastic and have the ability to learn.
- Live nearby and hold a valid driver's license.

### **RESPONSIBILITIES**

We are looking for someone to take on managing our workshop and fleet of new delivery trucks, old farm trucks (large and small), and a variety of equipment (including skid steers, tractors, hay making equipment, etc.) We are looking for someone who enjoys keeping track of all the moving pieces and is able to see the big picture of how it all fits together.

You will be in charge of tracking and making sure all vehicles and machinery get the appropriate maintenance and repairs; making sure delivery vehicles have current registration, inspection, and insurance cards; purchasing new/used tires as needed for vehicles and equipment; keeping filters, lubricants, and other shop supplies fully stocked; ordering parts and returning parts that don't get used; scheduling appointments for things we don't do in house like alignment, inspection, and refrigeration. You will be working on vehicles and equipment as well as organizing projects for other part-time mechanics on our team. For major repairs you will calculate what the return on investment (ROI) is so that we can decide if it makes sense to fix or cut our loss and look for a replacement.

You will be in charge of researching, finding, and purchasing some of the farm vehicles and equipment.

Must be able to:

- Be reliable and punctual.
- Be able to keep track of multiple details.
- Be self-motivated.
- Be able to set teammates up with what they need to accomplish a mechanical project.
- Be able to keep things organized.
- Be willing to learn and work on all kinds of mechanical projects.
- Be able to change and adjust plans when priorities change.
- Complete tasks efficiently.
- Assist in other farm tasks as needed.

**Communication:**

- Effectively communicate observations and needs.
- Communicate with Brendan about big repair projects and ROI.
- Communicate if you think we are throwing good money after bad with a piece of equipment.
- Communicate when a project is complete or needs more hands.
- Communicate with the farm team before disabling a piece of equipment (ie: schedule repair projects for days that the piece of equipment doesn't need to be used).
- Communicate with Dwane (part-time mechanic that comes in evenings) on what needs to be done and what parts he needs to pick-up.

**CULTURE at Misty Brook**

- Honesty
- Collaborative teamwork
- Constant improvement
- Passion for good food
- Satisfaction from good work
- Awareness of how our actions impact our teammates.
- "Can do" attitude.
- Farm Lunch – Every Wednesday we eat the food we produce together and have a meeting & discussion.

**COMPENSATION**

Hourly position \$20-30/hr based on ability. Pay increase based on job performance and attitude. This position is year-round.

One week paid sick time and one-week paid vacation. We appreciate as much advanced notice as possible. At least two weeks' notice for vacation days. No long vacations May 1<sup>st</sup> through September 31<sup>st</sup> (the main growing season).

**TO APPLY**

Send cover letter and resume to:

Katia Holmes/Misty Brook Farm

156 Bog Rd Albion, ME 04910

(207)-437-4719

[mistybrookorganicfarm@yahoo.com](mailto:mistybrookorganicfarm@yahoo.com)

Once we review your cover letter and resume, we will set up a phone interview. If we all feel it is a good fit after the phone interview, we will have you out for an in-person interview and farm tour.