

JOB DESCRIPTION

DEPARTMENT: Longfellow Ranch
POSITION: Ranch Manager
REPORTS TO: COO LFRP
SUPERVISES: Yes
JOB CLASS: Exempt

COMPANY OVERVIEW:

Longfellow Ranch is a 350,000-acre working cattle ranch and wildlife retreat located outside of Fort Stockton TX. Our 4,700 ft. Lodge offers 5-star room and dining facilities for corporate events and guests.

PURPOSE

The Ranch Manager is hands-on to oversee a 350,000-acre ranch in Fort Stockton, Texas. This position will be responsible for all aspects of daily operations and need experience caring for and handling cattle, horses, and general mechanical maintenance skills. Must possess excellent customer service skills, service-minded and positive attitude, and confident office management skills including basic bookkeeping and employee supervision capabilities. This person will hire, train, and maintain ranch staff on-site.

ESSENTIAL FUNCTIONS:

Ranch Operations:

- Ensure livestock is cared for and kept in good health according to current program standards.
- Manage hunting program.
- Understand grass finishing, animal welfare procedures, water management and rotational grazing.
- Manage all ranch projects including fence construction and repair, water tank repair.
- Provide accurate and thorough documentation of all dealings with livestock including, but not limited to, transport dates, weights, inventory, deaths, births, vaccinations, etc.
- Document and keep up with all necessary paperwork including livestock sales, programs, Ranch calendar, etc.
- Manage and maintain Ranch budget with Management keeping mind of changes based on need with a focus on ROI and overall benefits to the ranch. Stay mindful of current finances and work to reach results with current assets both human and material.
- Research all requests or proposals to management prior to approaching and be mindful of current budgetary constraints and current staff/equipment/materials.
- Make recommendations on programs that will benefit the livestock, environment as well as provide value to the ranch itself.
- Maintenance and upkeep of ranch equipment, vehicles, and facilities
- Heavy equipment operations and maintenance (tractors, skid steers, backhoes, etc.)

Management:

- Responsible for finding and maintaining staff by following recruiting process and onboarding procedures.
- Work with current staff in a respectful manner and maintain professionalism at all times with staff and management.

- Hold weekly meetings with team members as well as attend management meetings when required.
- Create team efforts in ranching and processes that improve any dated or irrelevant processes or techniques.

Business Development

- Assist and implement new business within the ranch umbrella and surrounding land in regard to all livestock (cattle, sheep, goats, elk, etc.)
- Represent the ranch in a professional and honest manner.
- Initiate, follow-through and correspond without continual supervision by management.
- Set up and meet shipping dates and deadlines without continual oversight by management.
- Provide accurate reports to management on all business development projects.

Work Schedule:

As the nature of the work requires, the schedule will include working nights, weekends and holidays as needed. Schedule must be flexible to address ranch requirements outside of normal operating hours.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be a self-starter with the ability to work autonomously while making decisions with the Ranch's best interested in mind
- Detail oriented
- Multi-task
- Conflict Resolution
- Excellent verbal and written communication skills
- Dependable
- Leadership skills
- Strategic thinking

QUALIFICATIONS:

Education: High School diploma or GED

Experience:

- Minimum 10 years ranch experience
- Operation of ATV/UTVs, rangeland drills, chainsaws, and some farm equipment
- Basic computer skills including email for communication
- Bilingual in Spanish

GENERAL WORKING CONDITIONS:

Workload needs are dynamic, changing from day-to-day and even from hour-to-hour. Environmental factors such as high or low temperatures, noise levels, and poor lighting at times in the buildings.

PHYSICAL REQUIREMENTS:

Physically fit and able to handle traverse rough terrain and extreme weather conditions in a remote environment. Must be able to crawl, crouch, ascend/descend ladders. Steady hand dexterity. Constantly move around within large facilities, lift to up 50 pounds, able to work in extreme hot, humid, and cold environments. Except long work hours and time on your feet. Often spend time in awkward positions, picking up heavy tools, and moving large pieces of equipment.

DISCLAIMER

This description is intended to be sufficient merely to identify the classification and be illustrative of the duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this classification may be required to perform.

Right To Work_English

Right To Work_Spanish

Date Effective:

Title:

JOB DESCRIPTION

ACKNOWLEDGMENT

YES ____ NO ____

I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____

I understand the requirements of this job.

YES ____ NO ____

I can perform all the functions of this job with appropriate training.

Please identify any function or task which you may be unable to perform:

YES ____ NO ____

I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant/Employee Signature

Date

Supervisor Signature