

## Job Description

<b>Job title:</b> Ranch Manager	<b>Department:</b> Rancho San Rafael
<b>Location:</b> Santa Elena, Texas	<b>Level:</b> Management
<b>Reports to:</b> Ranch Owners	<b>Position class/grade:</b> Full-Time / Exempt Salaried
<b>Housing:</b> Onsite housing provided	<b>Supervisory responsibilities:</b> Manages ranch staff

**Overview:**

San Rafael is a private 20,000-acre ranch in south Texas that serves as a getaway for the family and invited guests. The primary utilization of the property is for hunting purposes, housing 2,500 acres of 12 different species of exotic game such as quail, white tail deer, elk, gemsbok, aoudad, and wildebeest, to name a few. Future plans for the ranch would be to develop the property into a commercial hunting ranch.

**General Position Description:**

The ranch seeks a **Ranch Manager** that will work to operate, improve, and maintain the daily operations of the ranch. Most of the **Ranch Manager's** time will be plan, direct, and manage approximately 20 ranch employee and seasonal workers and their daily duties, tending to any/all tasks associated with the maintenance on the property.

**Job Responsibilities:**

Managerial:

- Hire, train, and oversee, direct, inspect, or guide the work of ranch workers with responsibility for meeting standards of performance
- Oversee Housekeeping to check housing for readiness of guests

Ranch Property & Grounds

- Maintain 20,000 acres of ranch property consisting of approximately 36 hunting blinds, 30 windmills, and 36 tanks; 28 miles of game fences surrounding ranch; 40 miles of caliche surfaced ranch roads
- Upkeep of residences, guest casitas, central community buildings, equipment and shop buildings
- Landscaping of 10-acre headquarters compound
- Truck and Heavy equipment operation and maintenance and cleaning
- Fence monitoring and upkeep
- General plumbing, carpentry and electrical work as needed

Hunting:

- Culling white tail deer population annually
- Feeding game and exotics
- Scout, monitor and processing game animals for guest hunting
- Guide and assist with family and guest hunters

Animal Care:

- Herd of 15 horses
- Pack of 24 hunting dogs – pointers and retrievers
- Small herd of longhorn cattle

Ranch Equipment:

- Manage company fleet of 15 SUV trucks, 3 quail trucks, 8 four-wheelers, and 3 all purpose vehicles
- Manage heavy equipment consisting of back hoes, tractors; and water wagon
- Oversee 6,000 ft asphalt landing strip with Jet A fuel station

Miscellaneous:

- Varmint control
- Oversee care for Teepee village made up of multiple teepees
- Monitoring and upkeep of water and irrigation systems
- Road work and brush clearing; brush spraying and clearing
- Varmint control
- Monitoring and repair of water systems and lines
- Maintenance and upkeep of waterers and wells
- Maintain and operate tractors and equipment

**Qualifications:**

- Possess a broad knowledge for ranch operation and wildlife management practices
- Mechanical knowledge for equipment repair and maintenance
- Knowledge of Animal Husbandry
- Basic construction knowledge to assist in overseeing projects
- Knowledge of current rules & regulations regarding land use, ranching, and hunting
- Knowledge of irrigation and water systems
- Knowledge of best practice safety procedures
- Knowledge of pesticide and fertilizer applications
- Capable of managing and mentoring people
- Ability to handle complex situations that may arise (research and problem solving)
- Ability and demeanor to serve as an independent guide for ranch tours and hunting activities
- Ability to work long hours during guest stays and willing to work weekends

**Education and Knowledge Requirements:**

- Previous ranch management experience is required.
- Experience in Wild Game, Exotic and Domestic Animal Husbandry required
- A 4-year degree in Animal Science, Wildlife Science, or similar preferred but not mandatory
- Familiar with Texas ranch terrain
- Bilingual ability – English/Spanish highly preferred but not required

The Employer is an Equal Opportunity Employer and does not discriminate on the basis of regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, sexual orientation, or any other category as protected by state or federal law.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.