



bwranchmanagement@gmail.com

Ranch Manager Job Description

General Operations

- Ensure ownership's enjoyment of the ranch
- Overall Repairs and Maintenance (R&M) Management – constant time/cost evaluations
- Board Horse Program Management
- Labor Management
- Wildlife Management & Maintaining Hunting Program/Contract

- Natural Resource Management
- Tipton Ditch Association (Annual R & M)
- Security
- Continuing Education & Hosting Workshops
- Host owner's guests when visiting the ranch

Facility & Property Maintenance

-Homes/Barns

Maintain owner's houses and surroundings as well as manager's house and surroundings at guest level ready at all times.

Maintain cleanliness, integrity, appearance and organization of barns and surroundings.

-Bridges, Roads & Trails

- Grading/Snow clearing and Inspections
- Seasonal cutting & trimming of trails
- Grass & weed maintenance on sides of roads

-Pond Management

- Algae/aquatic plant control
- Fish/fishery management
- Dam and overflow structure R&M
- Landscape Design R&M

-Landscaping/Grounds

- Irrigation/Sprinkling Systems
- Mowing/trimming/pruning

-Land/Pastures

- Livestock management (dates & rates)
- River & Riparian Clean-up and Restoration Projects
- Irrigated pasture restoration (brush and weed control and re-seeding)
- Fencing, trails, encroaching vegetation
- Native pasture restoration

Equipment R & M

- All Vehicles and Equipment get seasonal and annual R & M

Administrative / Financial Reporting & Banking

- Annual Budget
- Review weekly AP (all properties)
- Monthly reconciliation Local Account
- Monthly Billing (board horses, cattle)
- Maintain NM state hunting permits
- Agricultural Tax Exemption Status with both Mora & San Miguel Counties

Reporting & Communication with Ownership

- Monthly Report- photos & text
- Regular phone calls & in-person meetings
- Prioritizing ownership visits to the ranch/event coordination
- Project Design Proposal & Consulting
- Annual Report

Board Horse Program

- Pasture preparation, fencing, forage evaluation, catch pens & feeders
- ALL horse facilities ready and available for use
- Meal Coordination for overnight arrival
- Wellness checks several times per day.
- Must have experience and knowledge of horse health, nutrition and basic veterinary care
- Good communication with ownership.
- Annual spring veterinary care (vaccinations, wormers, coggins test, quarterly wormers)
- Health Certificates & brand inspection for out of zone/state travel

Polo Support Program

- Coordination of people, horses, horse facilities, vehicles & equipment

- Coordination of BWR staff that is supporting program
- Housing R&M

Animal Maintenance/Management

-Cattle

- Annual evaluation of all available forage and water
- Annual operating plan
- Marketing & Negotiate Contract Length & rate
- Communication & client relations
- Invoicing/billing, livestock inspections, health certificates, county tax, scale inspection

Project Management

- Ownership Needs & Interests
- Research and budgeting
- Coordinate bidding and comparison process
- Overseeing Contracts: labor, expenses, completion
- Capital Improvements: prioritized with ownership
- Grant Application/planned restoration

We are looking for excellence in integrity, honesty and work ethic. The right applicant must have a positive and willing attitude, be flexible and hard working, have good communication skills and be organized and efficient with their time.

Salary: Commensurate with skills and experience.