

RANCH WORKER

GENERAL STATEMENT:

Labor position responsible for the day-to-day operation of the TVCC Ranch. Responsible for the care and maintenance of all animals in the facilities, performing routine service and maintenance, and assisting with departmental activities and events.

REPORTS TO:

Instructor of Agriculture and Ranch Management

OCCUPATIONAL GROUP:

Auxiliary

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

- High school diploma or GED

LICENSE OR CERTIFICATION:

- Valid Texas Driver License without restrictions which could prevent employee from performing duties and responsibilities.

EXPERIENCE:

Three to five years' experience working on a cattle operation, including handling, transportation and care-taking of cattle is required. Experience working with forage production and constructing various types of cattle fencing is required. Experience with farm equipment operation and minor repair.

OTHER:

- Knowledge of, or the ability to learn, college policies and procedures.
- Knowledge of practices and procedures in animal husbandry, caretaking, feeding and breeding.
- Knowledge of practices and procedures in forage production.
- Knowledge of the maintenance and operation of buildings, fencing, and equipment.
- Skill in performing routine maintenance on equipment and determining what kind of maintenance is needed.
- Ability to analyze, organize, and prioritize ranch work while meeting deadlines.
- Ability to communicate effectively in both oral and written form.
- Ability to be on call and respond to emergency situations.
- Physical condition adequate to permit full performance of duties.

DUTIES AND RESPONSIBILITIES

- Provides labor for the daily operations of the TVCC Ranch and of college-owned animals.
- Provides routine maintenance for farm facilities and equipment.
- Forage crop production including all aspects of planting, soil tests, mowing, and herbicide application under supervision of licensed non-commercial applicator.
- Assists with departmental labs, activities, student organizations and community events.
- Adheres to all TVCC and TVCC Ranch safety policies and procedures.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Must be able to lift 70 pounds with appropriate equipment.
- Working outside in heat or cold is required.
- May work irregular hours including early mornings, late evenings, weekends, and holidays.
- Living at provided ranch-housing is required.

RANCH WORKER

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 08/17/2018

Revised:

JD740