

JOB DESCRIPTION: Blue Creek Assistant Manager

Employer: Turner Enterprises, Inc.

Job Title: Assistant Ranch Manager

Location: Oshkosh, Nebraska

Division: Blue Creek Ranch

Home Department: Bison

Reports To: Tyrell Anderson

FLSA Status: Exempt

Position Type: Full Time / Benefits Eligible

Housing Provided: Yes

Position Duration: Available April 1, 2022 to Open-Ended

Supervisory Position: Yes

Uses Time & Attendance: No

Time & Attendance Supervisor: N/A

Prepared By: Tyrell Anderson

Prepared Date: February 23, 2022

Approved By: Tyrell Anderson

TURNER RANCHES SUMMARY

Turner Ranches are collectively known as the largest and most progressive bison operation in the world. We stand at the forefront of research, innovation, conservation, and production in the bison industry.

The mission statement: *To manage Turner Lands in an economically sustainable and environmentally sensitive manner while promoting the conservation of native species and habitats*” directs our balanced stewardship of the land while integrating conservation and commerce.

We are passionate about improving land health and diversity through regenerative grazing practices and conservation management. Our ranches are a model of sustainable ranching practices throughout the western United States. Low-stress livestock handling is an important component of how we promote the ethical and moral treatment of our animals. Our team comprises veterinary, wildlife biology, ecology, range management, ranch management and hospitality professionals who provide a unique balance of knowledge and insight into the stewardship of our properties. We provide an atmosphere where employees can grow and progress through work experience, training and community involvement. If you are passionate about regenerative ranching and conservation, come help us make a difference and be part of something great!

LOCATION SUMMARY

Blue Creek Ranch encompasses approximately 84,000 deeded acres in Garden County, NE, located 15 miles Northeast of Oshkosh, NE. The ranch ecosystem is Sandhills Mixed-Grass Prairie, characterized by grass-covered sandhills interspersed with wet meadows. The Blue Creek flows through the ranch, providing excellent habitat for numerous animal species.

The primary ranch operation is bison production (cow/calf and yearling) and grazing management of approximately 1,200 breeding bison cows and 1,400 yearling bison bulls and heifers. Bison grazing is managed using planned grazing of the uplands and wet meadows, with intensively managed grazing on crop lands and along Blue Creek to achieve ecological goals and animal performance. The ranch also operates two ORF (on ranch finishing) facilities, with a combined capacity of ~3,500 head, to finish Blue Creek Ranch raised and other Turner Ranch raised bison. Ranch staff utilize low stress livestock handling techniques while interacting with the bison in pastures and corrals.

The ranch headquarters is located 15 miles northeast of Oshkosh, NE or 16 miles North of Lewellen. Oshkosh, Nebr. offers K-12 schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees of the Ranch work as a collaborative team, with ownership of their roles and responsibilities. The Ranch values teamwork and innovation, sharing new ideas amongst our team as well as through collaborative work with other Turner ranches and outside partners.

Position Summary

This will be a working manager position, meaning that the Assistant Manager will spend a large portion of their time leading and working in the field on ranch projects with periods of office time required. The Assistant Manager will work directly with the Ranch Manager in developing goals and strategies for overall ranch operations including grazing and range management, promoting regenerative grazing on wet meadows, capital improvements, research projects, conservation projects, and ranch maintenance.

The Assistant Manager will lead a team of up to 3 full-time employees and up to 2 seasonal employees in the daily operations to achieve Blue Creek short- and long-term goals.

The Assistant Manager will assist with monthly reporting, budgeting, accounts payable, and oversight of multiple projects as assigned by the Blue Creek Ranch Manager.

The successful candidate will work closely with the rest of the team and be highly involved in the day to day ranching operational activities listed below.

Duties will include but may not be limited to:

- Support the Ranch Manager with the following: Human Resources [hiring, leading, and training a team that supports the mission and vision of TEI]; overseeing third party vendors and ensuring all contractual obligations are met; working closely with the community, County and State on any issues regarding Blue Creek Ranch.
- Support the ranch administration office as needed with record-keeping and reporting.
- Provide Support to develop and implement a comprehensive grazing plan within TEI guidelines.
- Align team members regarding operations across the ranch, with an emphasis on regenerative grazing of farm ground and wet meadows and promoting range health through planned grazing.
- Develop capital improvement plans and budgets as needed.
- Coordinate projects and work schedules for ranch employees.
- Ensure a safe work environment for all employees.
- Participate in and supervise the preparation of pastures (fences, water systems, forage inventory) ahead of the grazing rotation as needed.
- Work directly with Range Ecologist or Range Monitoring Contractor to establish & maintain monitoring sites.
- Work directly with Ranch Manager to review and develop portions of the ranch budget and bison planning worksheets.
- Monthly reporting of grazing activity, range health, feeding and feed inventories, capital project status, and conservation efforts to the Ranch Manager and Bozeman Admin (as needed).
- Assist the Ranch Manager with annual employee reviews of all ranch employees as needed and requested.
- Feed bison in feedlot and on range.
- Move/Handle Bison using low stress techniques in the pastures and corrals.
- Develop and maintain ranch buildings, fences, corrals and water sources.
- Safely operate and maintain vehicles, tractors, and heavy equipment with various attachments.
- Safely operate ATV and UTVs.
- Perform general ranch work.
- Assist Feedlot Foreman and Ranch Manager in coordinating all operations in two feedlots.
- Maintain and repair windmills, solar units, and tanks.
- Manage invasive species with grazing and the occasional judicious use of herbicide if warranted.
- Watch for fires during storms /fight fires in the event of one.
- Be a lead person for planning and executing bison works
 - Vaccinate livestock using syringes and hypodermic needles.
 - Pregnancy-testing if required
- Provide senior leadership in the absence of the Ranch Manager

- Other duties, projects, or assignments from the Ranch Manager as necessary.

The Assistant Manager will be responsible for maintaining effective working relationships with neighboring ranches/property owners, local community leaders, local/state/federal government agencies, and non-governmental organizations associated with the operations of Blue Creek Ranch.

The Manager will work closely with ranch staff, and on an occasional basis with the TEI Bozeman office (V. P. of Ranch Operations, Director of Ranch Operations, Turner Ranches Division Manager, Endangered Species Director, TEI Wildlife Manager, Director of Conservation Research and Education, and Veterinarian), and other TEI ranch managers and ranch employees. The Assistant Manager will report to the Blue Creek Ranch Manager.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities. Supervising a team of up to 3 full-time employees and up to 2 seasonal/part-time employees on the Spikebox Unit.

COMPETENCIES AND CHARACTERISTICS

Core Competencies:

- Leadership, Vision, Alignment with Company Mission
- Grazing Management, Stockmanship, Regenerative Agriculture
- Personnel Acquisition, Alignment, Retention, Mentoring
- Financial Control and Administration
- Initiative/Gumption/Adaptability (as a working manager)
- Openness to New Ideas (non-traditional techniques of ranch management)
- Relationship Building, Public Relations

Specific Skills/Abilities:

- Ability to successfully lead a unit of a large Turner ranch consistent with the TEI Mission Statement: "To manage Turner lands in an economically sustainable and ecologically sensitive manner, while promoting the conservation of native species."
- Excellent communication and leadership skills, with ability to apply relationship skills, diplomacy, and common sense/wisdom to a wide variety of problem-solving situations.
- Ability to understand and manage the diverse components of a complex operation and ecosystem, including bison production with planned grazing management, noxious weed control, and wildlife/bison interactions.
- Ability to analyze challenges and opportunities and make sound recommendations and decisions.
- Ability to develop and manage fiscally sound budgets.
- The Assistant Manager must be willing and able to perform manual as well as administrative tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; works well alone.
- Project Management - Coordinates projects, communicates changes and progress; Ability to meet deadlines
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.
- Judgment - Exhibits sound and accurate judgment.
- Motivation - Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Communication – Effectively communicates through verbal, written, and electronic forms.
- Professionalism - Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments; Represents the ranch and TEI in a professional and respectful manner.

- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Wears appropriate PPE.

ACCOMMODATIONS

Accommodations will be provided in a private house, approximately 14 miles from Oshkosh NE. The ranch office is located near the Manager's residence. Basic utilities will be provided by the Company including water, power, propane, and local landline telephone.

EDUCATION AND/OR EXPERIENCE

A four-year degree in Agriculture or Natural Resources is required with a preference for an emphasis in Range and Livestock Management or Range Ecology. Five years of experience in production agriculture or a combination of experience and higher education is preferred. Livestock care and familiarity with low-stress handling experience required. Heavy equipment operations preferred. ATV experience preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Certificates, Licenses, Registrations

If position requires operation of a vehicle, must possess a valid Driver's License or be able to obtain one within 30 days of employment. Driving record must meet the standards and requirements of the Company and the Company's insurance carrier.

OTHER QUALIFICATIONS

- Must adhere to Company and Ranch policies and procedures, which are included in the Company's Employee Handbook.
- Must present documentation establishing both identity and employment authorization within three days of hire, pursuant to federal law.
- May be subject to undergo pre-employment drug test, (after offer is given but before applicant has commenced work).
- Must have a personal vehicle to travel from ranch location to local town for personal needs.
- The Company operates as a drug free/smoke free workplace. Smoking is not allowed on the ranch property, to include but is not limited to; ranch housing, ranch vehicles, ranch offices or on ranch machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, dig with various tools, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear.

The employee must be able to ride ATV for extended periods of time on uneven, rough terrain, and occasionally on roads and flat terrain while performing ranch duties.

The employee is frequently required to climb ladders and pipe corrals.

The employee is occasionally required to sit. The employee must regularly lift and /or move up to 75 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Moving and handling bison in corral setting requires walking, running, and climbing pipe corrals for extended periods on uneven terrain. Opening and closing heavy pipe gates in a time sensitive manner while in the presence of bison and performing these duties alone.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; outside weather conditions; extreme cold and extreme heat. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

This position is based in a remote location. A ranch radio will be provided for communication and is required every day for work.

While performing the duties of this job, the employee must be alert and aware of dangers that are present while working on a ranch and its surroundings.

In accordance with applicable law, the Company will reasonably accommodate any disabled individual who requests an accommodation that will allow him/her to perform the essential job duties or functions of his/her position. Accommodation inquires must be made to the Company's Human Resources Department for consideration.

Turner Enterprises, Inc. is an Equal Opportunity Employer and a Smoke Free/Drug-Free Workplace.

*For more information, and to apply online, visit www.tedturner.com
Or Contact Tyrell Anderson 308-778-7154, tyrell.anderson@retranches.com*

