

POSITION DESCRIPTION

Unit Foreman: SAV
East Foundation Ranches LLC
Hebbronville, Texas

This permanent, full-time position is located at the San Antonio Viejo Ranch however the area of responsibility encompasses all of the Foundation properties. These properties extend across 217,000 acres of native range land in South Texas. The employee serves as a Unit Foreman with responsibility for feeding and caring for cattle, following a breeding calendar for herds, and overall supervision of their assigned cattle herds. These duties include but are not limited to feeding cattle, putting out mineral, checking water, fixing water leaks, fixing fence, working & handling cattle, basic maintenance, and constant communication with management. This position will require independent working and the ability to make day to day decisions on their own, using strategy that will coincide with the overall management plan of each ranch. The employee will report directly to Ranch Operations Manager.

Major Duties

- Herd health
 - Maintain cow body condition score of at least 4.5
 - Doctor and treat cattle as needed
 - Safe and low stress animal handling
 - Ensure the integrity of defined breeding seasons (bulls in and out on time)
 - Maximize gathering rates and minimize remnant and slick percentages
- Inventory reporting and management
 - Ensure cattle herd groups remain in designated areas
 - Record transfers as cattle are moved to maintain the integrity of inventories
- Ranch infrastructure maintenance
 - Maintain working pens and water lots in good working and safe condition
 - Maintain perimeter and division fences
 - Maintain and repair water lines, floats, troughs, and cisterns
 - Ensure all water sources (windmills, solar, and electric wells) are functioning
 - Report the need for larger projects or repairs
- Vegetation management
 - Ensure roads and fence lines are mowed and well-kept
 - Monitor grazing conditions and report/rotate as necessary
 - Plan and coordinate woody vegetation management in and around water lots

Position Requirements

The Unit Foreman will have multiple years of experience in cattle handling, working cattle, feeding cattle, rotating cattle, and precondition cattle. This position requires complex knowledge on the handling of livestock and being able to communicate with management. The employee should have good communication skills, work ethic and

critical thinking skills. This position takes a strong work ethic, willingness to put in extra effort in performing duties and will require working in adverse weather conditions and work hours other than 8am to 5pm.

1. In-depth knowledge and understanding of the mission and function of the Foundation, with broad knowledge and understanding of its Program.
2. The ability to develop solutions to problems that involve cattle, cattle handling, and rotational grazing that impact Foundation properties.
3. Working knowledge of the Foundation's procurement policies and procedures.

Supervisory Controls

The Unit Foreman works under the general supervision of the Ranch Business Manager through the Ranch Operations Manager, but works independently, receiving general information about new priorities and deadlines and changes in completing tasks. The Unit Foreman draws upon knowledge and experience to resolve difficult situations, with assistance from the Ranch Operations Manager or the Ranch Business Manager. The Unit Foreman is responsible for accuracy, soundness of judgment, and adherence to requirements and objectives. Work is reviewed from overall standpoint to assure that major areas of concerns have been addressed.

Guidelines

Guidelines are provided in EF memoranda, policies, manuals, etc. Guidelines are also available in the form of precedence established by EF. Guidance for new and unusual situations will be provided by the Ranch Operations Manager and/or Ranch Business Manager. The Unit Foreman exercises sound judgment in interpreting and applying guidelines and instructions.

Complexity

The Unit Foreman performs a full range of duties requiring knowledge of cattle and cattle rotations.

The Unit Foreman is responsible for handling the day-to-day management of different cow and heifer herds as well as weaned calves in the preconditioning phase. Often the jobs are performed with short time frames, and priorities must be readjusted to meet changes in demands and/or changes in pending jobs. However, the day to day scheduling will be handled by the Unit Foreman in coordination with the master calendar of East Foundation Ranches.

Scope and Effect

The purpose of the position is to provide the effective management, development and maintenance of the Foundation properties. Accomplishment of the duties and responsibilities contributes directly to the mission of the EF and assures compliance with standard operating procedures.

Personal Contacts

Personal contacts are with Field Operation and East Foundation Ranches managers within the EF; other employees and field staff; and the general public.

Purpose of Contacts

The purpose of contacts is to exchange information, disseminate information, and to provide or receive advice. Contacts are also made to detect and correct problems, persuading those contacted to check accuracy of information.

Physical Demands

The work is primarily physical, requiring sitting, standing and walking. The work requires the ability to lift up to 80pounds.

Work Environment

Work is performed in an out of doors setting involving everyday risk and discomfort. Normal precautions are routinely required. Occasional travel is required.

To Apply:

Please send the following documents to cpavlicek@eastfoundation.net with "Unit Foreman: SAV" in the subject line:

- A statement of interest – describe your background, pertinent experiences and interests, accomplishments.
- Full resume – include all skills and proficiencies, volunteer experience, and/or other accomplishments.
- Three references (name & contact information).

Contact:

Cindy Pavlicek
Chief of Staff
Phone: 210-386-8643

