



**Position Title:** Ranch Maintenance  
**Cost Center:** Livestock Operations  
**Reports To:** Livestock Service Manager  
**FLSA Status:** Non -Exempt  
**Effective Date:** May 10, 2017

**Position Summary:**

To support the Ranch by providing services to construct, maintain, and repair PR property, equipment, and facilities as well as transporting Ranch assets & property, and equipment, etc. Support wildlife and livestock departments in operations specific duties. Uphold safety & security standards as per ranch policy requires.

**Parker Ranch's Expectation of Employee:**

- Is committed to the company values and adheres to all Parker Ranch policies and procedures.
- Perform duties as assigned by Management.
- Maintain a positive and respectful attitude and conduct yourself with integrity and in a polite, professional manner treating customers and co-workers courteously and respectfully.
- Communicates regularly with Officers, Managers, and Supervisors about division and department issues.
- Consistently be on time for work, meetings and appointments and deliver work projects by assigned due dates.
- Maintain assigned work areas in a clean and orderly fashion.
- Maintain and ensure the safety of all assigned equipment.
- Immediately report any safety, security, equipment and customer service problems.
- Perform all duties in conformance to appropriate safety and security standards.
- Meet productivity goals and quality standards as set by management.

**Essential Duties & Responsibilities:**

- Job planning with Livestock Service Manager— daily, weekly, monthly.
- Installs new, inspects, maintains and repairs Ranch water systems for ranch animals as needed.
- Responsible for Ranch pump system and controlling equipment to regulate water flow and water levels in tanks.
- Installs & repairs Ranch property plumbing systems.
- Constructs, repairs and maintains PR property and facilities using a variety of tools and equipment; makes estimates of cost, time and materials required to perform maintenance work.
- Repairs and maintains all ranch vehicles & equipment.
- Responsible for the maintenance of all vehicle service records.
- May weld metal components together to repair or fabricate products, such as machine parts, livestock & service equipment and fences.
- Operates industrial equipment (i.e. backhoe, bobcat, bulldozer, forklift, loaders - D7, service trucks, spinners etc.).
- Assists livestock and other service operations departments as needed (i.e. boat setup & loading, hauling of cattle, feed delivery, setup processing materials, wash trailers, etc.).
- Installs new and repairs existing fence lines, gates, corrals, cattle guards and other structures as required.
- Respond to accidents and trouble calls involving fence lines, water system, company vehicles, machinery and mechanical equipment.
- Assist in receiving, transporting, stacking, order filling, shipping and maintaining inventory records in warehouse.
- Transport goods including equipment, livestock and other materials.
- Maintains MSDS records for livestock operations.

- Maintain OSHA standards in the workplace.
- May assist in wildlife program, serve as a guide for hunts, raise and/or care of animals and the facilities they inhabit.
- May assist with Fire Fighting duties on Ranch property and in the local community.

### **Other Duties/Functions**

- Maintain daily work diary.
- Assist with arena maintenance and event preparation.
- Assist with security; report any suspicious and/or illegal activity on Ranch property.
- Participate on committees and special projects as assigned.
- Responsible for the maintenance of Ranch fire extinguisher inventory and inspection requirements.
- Other work related duties as assigned.
- Be loyal to Ranch and an example to fellow employees.
- Be committed to achieving Strategic Plan goals.

### **Personal Development:**

- Attend in-house education & training programs.
- Pursue opportunities provided for professional certification as feasible.
- Keep up with industry through continuing education.

### **Qualifications**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily and be willing to train and learn additional job skills. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

**Minimum:** Graduation from high school or GED equivalent, one (1) year relevant experience, or any equivalent combination of education and experience that demonstrates the ability to do the job. Valid Driver's license with a good driving record required. CDL, CPR & First Aid certified preferred but not required.

**Preferred:** AA degree or graduation from specialized training or formalized apprenticeship program; i.e. automotive, carpentry, building construction, electrical, plumbing, and welding.

### **Necessary Knowledge, Skills and Abilities**

- Skilled in safe operation of Ranch vehicles and equipment.
- Ability to communicate effectively.
- Ability to make independent judgments, which have moderate impacts on the organization.
- Ability to work varied hours/days as business dictates.

### **Behavioral Characteristics**

- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.



- Self-Control -- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Integrity -- Job requires being honest and ethical.
- Leadership – exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others

### **Reasoning Ability**

- Monitor Processes, Materials, or Surroundings -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Inspecting Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Ability to identify and estimate the quantity of materials needed to properly complete a job. In addition, must be able to accurately estimate how long a job should take to complete and what it will cost.

**Language Skills:** Must be able to read, write and speak English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Written correspondence and reporting is required.

### **Physical Demands/Working Conditions:**

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, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; and climb or balance. The employee must regularly lift and/or move up to 10 pounds; must frequently lift and/or move up to 25 pounds; and must occasionally lift and/or move up to 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.

The work environment characteristics described here are representative of those an employee encounters 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 occasionally exposed to work in high, precarious places; toxic or caustic chemicals; climb or balance; risk of electrical shock; vibration. The employee is frequently exposed to work with explosives. The employee is regularly exposed to wet or humid conditions; work near moving mechanical parts; fumes or airborne particles; outdoor weather conditions; extreme heat. The noise level in the work environment is loud noise.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.