JOB DESCRIPTION – DETAILED

General Cattle Worker

**What is a Job Description?**

A job description defines the responsibilities, competencies, education, experience, knowledge, and other requirements for success in a position.

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| POSITION | GENERAL CATTLE WORKER |
| Department/Team | [Insert department or team the position belongs to] |
| Supervisor/Manager | [Insert position name of Supervisor/Manager] |
| Location | [Insert location of site] |
| Term of Work | [Insert whether work is seasonal, permanent, full-time, part-time] |

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| **POSITION PURPOSE** |

State the nature of the position, why it exists, and how it helps the organization achieve its goal(s).

A General Cattle Worker participates in the preparation and maintenance of cattle accommodations (e.g., facilities, pens, corrals or yards and ranges) to ensure optimal cattle welfare and safety; monitors cattle health and welfare and perform disease and pest prevention activities; follows standard operating procedures when moving cattle from one location to another in the feedlot or off-site; assists with processing cattle entering the farm operation; assists with the provision of feed and water to cattle; operates farm equipment, tools, and technology during all phases of production; assists with inspection and maintenance of farm equipment and tools; assists with construction and maintenance farm surfaces and permanent and temporary structures.

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| **COMPANY DESCRIPTION** |

Describe the nature of your company, its goals, values and mission statement.

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| **MAIN RESPONSIBILITIES** |

List key responsibilities for the position.

**Assist with maintenance of facilities, pens and pastures**

* Assist with the preparation of facilities
  + Check site boundaries for signs of wear and tear and openings for cattle to escape (e.g., constructed structures, temporary fencing, and/or electric fencing)
  + Make minor repairs to site boundaries
  + Verify electric fencing is working properly
  + Report issues with electric fencing to management
  + Verify gates are secure (e.g., closed, locked)
  + Move fences
  + Identify potential hazards or safety concerns
  + Report any hazards or problems to management
* Assist with the maintenance of facilities
  + Monitor materials and supplies required by cattle
  + Monitor water supply for accessibility, quantity, and safety
  + Replenish materials and supplies (e.g., bedding, feed), as needed
  + Monitor the site and its boundaries (e.g., constructed structures and/or temporary or electric fencing) to confirm their continuing suitability, safety, and security
  + Monitor the site for potential hazards
  + Report any hazards or problems
  + Dispose of waste
* Recommend improvements to procedures for maintaining facilities and pens

**Monitor cattle health and welfare**

* Follow standard operating procedures for cattle health and welfare
* Observe cattle daily and frequently as specified
  + Look for normal and abnormal behaviour
  + Look for signs of stress in cattle
  + Look for cattle for signs of ill health, such as:
    - withdrawal from feed and water
    - behavioural changes
    - lameness
    - laboured breathing
    - hair loss
  + Check cattle for presence of external parasites
  + Examine pen floors and walls for signs of illness (blood, diarrhea)
  + Seek assistance immediately for any cattle health emergency
  + Report abnormal behaviour, signs of stress, or signs of illness to management
* Assist with moving any cattle showing signs of illness from the pen, to the designated location (e.g., cattle hospital, separate pen)
* Assist with weighing of cattle
  + Weigh cattle
  + Record weights
* Assist with the delivery of basic treatments to cattle
  + Approach cattle receiving treatment in a calm and confident manner that minimizes stress
  + Move animal to chute or other designated location
  + Restrain animal securely and safely
  + Return animal to designated location following the treatment
  + Report abnormal behaviour or problems following the treatment to management
  + Seek assistance immediately for any cattle health emergency
  + Dispose of waste from the treatment
  + Clean equipment used to deliver treatments
* Assist with monitoring of cattle in their accommodation to ensure their health and welfare are maintained
  + Monitor environmental conditions and accommodation to ensure that they meet the needs of the cattle (e.g., allow necessary freedom of movement, minimize stress)
  + Replenish materials (e.g., bedding, feed, water) as required
  + Check that watering and feeding equipment are functioning
* Assist with culling of cattle
  + Move cattle on cull list into a separate pen or corral from the rest of the herd, as directed
  + Load animals to be culled into the designated stock trailer for transport
* Assist with removal of dead stock
  + Follow regulations for disposal of deadstock
  + Move dead stock to appropriate location
  + Clean area where deadstock was located using methods appropriate to the cause of death (e.g., lime, chlorine bleach)
* Assist with control of pests
  + Recognize types of predators (e.g., coyotes)
  + Recognize types of pests (e.g., cattle grubs, warbles, horn flies, black flies)
  + Follow predator control procedures
  + Follow pest management procedures
  + Report presence of parasites or pests
  + Apply control measures, under direction
  + Report signs of predators and pests to management
  + Inspect equipment and facilities for signs of wear
  + Report equipment and facilities in need of repair to management
* Monitor pen condition
  + Follow farm contingency plan for extreme and sudden changes in weather
  + Monitor cattle for signs of heat or cold stresses
  + Ensure cattle has access to clean water at all times
  + Report signs of heat stress in herd to management
  + Relocate cattle to shaded areas
* Recommend improvements to procedures to maintain cattle health and welfare

**Assist with moving and transporting cattle**

* Follow procedures for handling, restraining, and moving cattle
* Prepare for the movement of cattle from one location to another in the feedlot
  + Communicate effectively with colleagues prior to commencing the movement of cattle
  + Prepare routes for movement of cattle, including movement of obstacles
  + Verify that equipment for handling (e.g., head gates, swinging gates) is in good working order
  + Prepare the new location for the cattle
  + Wear suitable equipment for moving the cattle (e.g., coveralls, steel toed boots, gloves)
* Move cattle from one location to another in the feedlot
  + Approach the cattle quietly, calmly, and confidently to eliminate alarm and reduce stress
  + Move cattle along the chosen route to the designated location (e.g., holding pen, pasture, paddock)
  + Handle cattle during the move in a manner that does not negatively impact their health, safety and well-being, or that of other cattle in the vicinity
  + Move cattle at a pace that is suitable for m
  + Modify methods of handling in response to the actions of the cattle
  + Handle cattle safely and properly during the move
  + Restrain cattle, as needed
  + Address any problems encountered during the movement of cattle
  + Maintain effective communication throughout the process to minimize risk to others in the vicinity
* Assist with settling cattle in their new location
  + Verify prior to the arrival of the cattle that the environment, equipment and materials are safe, secure, and suitable to receive the cattle
  + Introduce the cattle to the new location in a way that minimizes stress and maintains their health and welfare
  + Report any issues with establishing the cattle in their new location to management
* Assist with preparations to transport cattle to an off-site location
  + Gather selected cattle into designated area before arrival of the transport truck
  + Count cattle before shipment
  + Remove cattle that are not suitable for transportation, as directed
  + Provide adequate feed and water
  + Report to management any problems or contingencies that may prevent the transfer of the cattle (e.g., weather conditions, cattle condition, withdrawal period)
* Load cattle for transport to an off-site location
  + Load the cattle into the transport vehicle in a manner that minimizes their stress and risk of injury
* Unload cattle from the transport vehicle
  + Unload the cattle from the transport vehicle in a manner that minimizes their stress and risk of injury
  + Settle the cattle in their new environment
  + Report any concerns with cattle health and well-being to management
* Recommend improvements to procedures to moving and transporting cattle

**Assist with processing cattle**

* Follow standard operating procedures for processing cattle
* Process cattle according to animal sex, weight, body condition score, source, and feeding plan
* Assist with processing procedures such as:
  + Receive cattle
  + Restrain cattle
  + Operate squeeze chute
  + Weigh cattle
  + Assist with animal identification (e.g. tagging, implanting)
  + Assist with vaccinations
  + Apply parasite control
  + Assist with medical procedures
  + Assist with castrations
  + Assist with dehorning
  + Record identification
* Recommend improvements to procedures for processing cattle

**Assist with feeding cattle in feedlots**

* Assist with provision of water to cattle
  + Check that watering equipment (manual or mechanical) is functioning well and is ready for use
  + Clean watering equipment
  + Maintain watering equipment
  + Dispose of waste from watering systems
  + Maintain adequate water levels
  + Check water for cleanliness and freshness
  + Monitor the condition of water for mould, insects, and contaminants
  + Report problems with the water or watering equipment to management
* Assist with monitoring cattle in feedlot
  + Move among cattle in an appropriate manner
  + Monitor cattle for abnormal feeding behaviour, such as:
    - vocalizing
    - roaming
    - breaking through fences
  + Report any concerns or unexpected changes in the feeding and drinking habits of the cattle to management
  + Check cattle for signs of illness
  + Pull cattle from pens if they show signs of illness as directed
  + Check feed quantity and quality in feed bunks
  + Address any problems
  + Inspect feed bunks and pen structures for damage
  + Report to management damage to feed bunks and pen structures that cannot be addressed
* Recommend improvements to procedures for feeding cattle

**Operate farm equipment, tools, and technology**

* Use basic hand or power tools, such as:
  + - hammer
    - wrench
    - pliers
    - hand saw
    - chain saw
* Operate machinery and equipment, such as:
  + - Fencing tools and equipment
      * electric fencing system
      * post-pounder
      * post hole auger
    - Air compressor and accessories
    - Feeding and watering equipment
      * silo unloading equipment
      * silage blowers and auxiliary equipment
      * water trucks
    - Cattle handling equipment
      * headgates
      * chutes
      * squeezes
      * weigh scales
      * traceability equipment
    - Animal husbandry equipment for:
      * tagging
      * dehorning
      * branding
      * castration
      * vaccination (e.g., syringes, thermometer)
    - Emergency standby generators
    - General farm equipment, such as:
      * trucks with and without equipment in tow
      * tractors with and without attachments (e.g., trailer, mounted implements, loaders)
      * power take off (PTO)
      * mowers
      * bale wagon
      * augers
      * conveyors
      * skid-steers
      * off highway vehicles (OHVs)
      * power vehicles
      * skid-steers
* Use communication technologies (e.g., phones, radios)
* Use computer hardware and software, touch screens, databases, and spreadsheets
* Recommend improvements to procedures for using equipment, tools and technology

**Assist with maintenance of equipment and tools.**

* Maintain equipment and tools in safe working condition
  + Complete pre-use inspection checklist
  + Detect equipment malfunctions
  + Comply with company procedures for safe operation
  + Maintain farm vehicles
  + Check oil, fuel, fluid levels, and filters
  + Report vehicle concerns and malfunctions to management
* Complete maintenance logs
* Recommend improvements to procedures for maintaining equipment and tools

**Assist with maintenance of farm infrastructure**

* Assist with maintaining surfaces (e.g., standing areas, roads and alleys)
  + Report any signs of wear and damage or issues with farm surfaces to management
  + Clear surfaces of unwanted materials
  + Make repairs to farm surfaces, as directed
  + Complete maintenance logs
* Assist with maintenance of farm structures, such as:
  + - fences
    - walls
    - corrals
    - livestock holding areas
    - sheds
    - maintenance shop
    - shelters
  + Report any signs of wear, damage or other issues with farm structures to management
  + Make repairs, as directed
  + Complete maintenance logs
* Assist with constructing farm structures and surfaces
  + Prepare tools and materials for the work
  + Construct the structure or surface, as directed
  + Report major problems to management
  + Leave the site in a safe condition at the completion of the work
* Recommend improvements to procedures for maintaining farm infrastructure

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| **COMPETENCIES** |

List the competencies required to perform the position.

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| **FARM EQUIPMENT AND MACHINERY** |

List the tools and equipment used by the position and the frequency of use. Include protective gear or uniforms if required.

* Personal Protective Equipment (PPE)
* Safety equipment

**EQUIPMENT:**

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| Air compressors and accessories | Fencing tools and equipment |
| Animal husbandry equipment | Manure handling equipment |
| Augers | Mowers |
| Balers | Phones |
| Bale wagon | Power take off (PTO) |
| Basic hand/shop tools | Radios |
| Cattle handling equipment | Rakes |
| Conveyors | Skid-steers |
| Computer software | Tractors and attachments |
| Emergency standby generators | Trucks and tow equipment |
| Feeding and watering equipment | Wrappers |

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| **WORKING CONDITIONS** |

List the working conditions related to the job.

* Outdoors under various weather conditions
* Physically demanding

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| **TRAINING/EDUCATION AND WORK EXPERIENCE** |

List any training requirements and the minimum required level of education to perform the position. Include recommendations if applicable. State whether previous work experience is required.

**Training/Education:**

On-the-job training will be provided. Previous training is desirable.

**EXPERIENCE:**

Previous relevant farm experience is preferred.

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| **QUALIFICATIONS** |

List certificates, licenses, or other professional designations necessary to perform the position. Include recommendations if applicable.

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| **LANGUAGE** |

List the language(s) requirements for the role, including both oral and written communication.

* English

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| **DRIVER’S LICENSE** |

State the type of license required for the role.

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| **REMUNERATION** |

List the remuneration available for the position.

Hourly wage: $ per hour

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| **BENEFITS** |

List the benefits available for the position.

Benefit package:

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| **OTHER** |

List other requirements of the job.

Provide own transportation