JOB DESCRIPTION - DETAILED

Pen Rider/ Pen Checker

**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 | PEN RIDER / PEN CHECKER  |
| 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 Pen Riders / Pen Checkers maintains the health and welfare of cattle and performs disease and pest prevention activities; moves cattle from one location to another on the farm or off-site; handles a horse to move, separates and sort cattle; operates farm equipment, tools, and technology during all phases of production.

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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.

**Maintain cattle health and welfare**

* Understand basic cattle physiology and anatomy
* Follow procedures for cattle health and welfare
* Monitor the physical condition and health of cattle
	+ Recognize behavioural changes
	+ Recognize signs of stress
	+ Recognize signs of ill health, such as:
		- withdrawal from feed and water
		- behavioural changes
		- lameness
		- laboured breathing
		- hair loos
	+ Observe cattle daily and frequently as specified
	+ Examine pen floors and walls for signs of illness (e.g., blood, diarrhea)
	+ Identify sick or problem cattle
	+ Check cattle for presence of external parasites
	+ Move any cattle showing signs of illness to the treatment facility (e.g., cattle hospital, separate pen)
	+ Report issues with the cattle to management
	+ Seek assistance immediately for any cattle health emergency
	+ Make cattle culling suggestions to management
* Assist veterinarians when required and as directed
	+ Restrain the cattle, if needed, securely and safely in a manner that meets duty of care requirements under animal welfare legislation
	+ Dispose of veterinary waste
* Assist with the examination and treatment of ill animals
	+ Monitor cattle for any symptoms of sickness
	+ Assess animals prior to carrying out treatment procedure
	+ Assist with the administration of treatment
	+ Record treatment
	+ Conduct cattle euthanization
* Deliver basic treatments to cattle, under direction
	+ Prepare the work area and equipment required
	+ Obtain the appropriate medication or treatment to be delivered
	+ Verify that any prescribed medication is current, uncontaminated and for the intended animal
	+ Verify the required dose of the medication or treatment to deliver
	+ Approach animal receiving treatment in a calm and confident manner that minimizes stress
	+ Move animal to chute or other designated location
	+ Restrain animal securely and safely
	+ Use the appropriate technique(s) to give the specified medication or treatment
	+ Seek assistance when it is not possible to deliver the specified treatment to the cattle
	+ Return animal to the designated location following the treatment
	+ Observe animal after treatment for signs of problems
	+ 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 treatment
	+ Record treatment
* Deliver routine husbandry procedures under the direction of a supervisor or manager
	+ Prepare the work area, materials and equipment required for the procedure
	+ Identify the cattle to receive the husbandry procedure (e.g., tagging, dehorning, castration)
	+ Approach cattle receiving treatment quietly in a calm and confident manner to minimize stress
	+ Move cattle to the designated location for the procedure (e.g., chute, corral system, pen)
	+ Restrain the animal securely and safely
	+ Prepare the animal for the husbandry protocol
	+ Use the appropriate technique to carry out the husbandry protocol
	+ Dispose of waste from the husbandry procedures
	+ Return the animal safely to the designated area at the conclusion of the procedure
	+ Observe animal after receiving the husbandry protocol for signs of problems
	+ Report any unusual signs or problems to management immediately
	+ Seek assistance immediately for any cattle health emergency
	+ Make cattle culling suggestions to the manager or supervisor
	+ Store medications and equipment for husbandry procedures in accordance with veterinary instructions and farm procedures
	+ Maintain equipment for husbandry procedures in accordance with veterinary instructions and farm procedures
* Monitor 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)
	+ Monitor materials (e.g., bedding, feed, water)
	+ Report issues to supervisor
* Assist with culling of cattle
	+ Make culling suggestions to manager or supervisor based on criteria for culling cattle, such as:
		- body condition
		- ability to gain weight
		- age
		- conformation
		- temperament
		- health
	+ Monitor cattle condition
	+ Separate cattle on cull list into a pen or corral as directed
	+ Load cattle to be culled into the designated stock trailer for transport to a designated location
* Follow procedures for management of dead stock
	+ Identify dead stock
	+ Move dead stock to appropriate location
	+ Record dead stock
	+ Inform the veterinarian
* Control pests
	+ Recognize types of pests (e.g., coyotes, cattle grubs, warbles, horn flies, black flies)
	+ Report presence of parasites or pests to management
	+ Apply treatment measures as directed
	+ Inspect equipment and facilities for signs of wear
	+ Report equipment and facilities in need of repair to management
* Monitor pen condition
	+ Follow farm contingency procedures for extreme and sudden changes in weather
	+ Monitor cattle for signs of heat or cold stresses
	+ Recommend when to move the cattle or provide shelter
	+ Implement strategies for cattle showing signs of heat or cold stress (e.g., avoid handling cattle)
* Ensure that cattle has access to clean water at all times
* Recommend improvements to procedures to maintain cattle health and welfare

**Move and transport 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 co-workers prior to starting to move cattle
	+ Assess the risks involved in moving the cattle
	+ Plan routes
	+ Prepare routes, including movement of obstacles
	+ Prepare required tools and equipment, including personal protective equipment where required
	+ Verify that equipment for handling (e.g., head gates, swinging gates) is in good working order
	+ Verify that the new location meets the safety, security and suitability requirements of the cattle
	+ Wear suitable equipment for moving the cattle (e.g., coveralls, steel-toe 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 them
	+ 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
* Settle 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
	+ Observe cattle to ensure they are showing no signs of distress and accept the new location
	+ Address any difficulties that arise as cattle are established in their new location
	+ Report any issues that cannot be resolved to management
	+ Complete records of the movement of cattle into their new location
* Prepare for the transportation of cattle to an off-site location
	+ Gather selected cattle into designated area before arrival of the transport truck
	+ Count cattle before shipment
	+ Identify cattle that do not meet specifications for transport
	+ Report cattle that are not suitable for transport to management
	+ Remove cattle that are not suitable for transport as directed
	+ Ensure there is adequate feed and water in the pen to maintain cattle in appropriate condition for transfer until they can be loaded into the transport vehicle
	+ Report any problems or contingencies (e.g., weather conditions, cattle condition, withdrawal period) that may prevent the transfer of the cattle to management
	+ Check that the transport vehicle is ready and safe for the cattle (i.e., clean, secure, free of hazards, suitable for animals being transported)
	+ Complete records relating to the transfer of the cattle
* Load cattle for transport to an off-site location
	+ Verify the cattle for transport are identified correctly
	+ Load the cattle in a manner that minimizes their stress and risk of injury
	+ Ensure the cattle in the vehicle are safe and secure for the journey
* Maintain the health and welfare of cattle during transportation in farm-owned transport vehicles
	+ Monitor cattle health and well-being at the required times to identify any causes for concern
	+ Maintain cattle health and well-being at optimal levels throughout the journey
	+ Recognize changes in cattle health and well-being that might signify stress or ill-health and take the appropriate actions
	+ Maintain the transportation environment appropriately for the cattle being transported
	+ Minimize risk to the cattle when unexpected events occur
* Unload cattle from the transport vehicle
	+ Verify that the conditions and facilities in the new cattle environment are ready to receive the cattle (e.g., appropriate fences and barriers, no hazards, feed and water are available)
	+ Unload the cattle from the transport vehicle in a manner that minimizes stress and injury
	+ Settle the cattle in their new environment
	+ Monitor the health and safety of the cattle and others
	+ Observe cattle closely for a period after unloading to ensure they adapt to the new environment
	+ Address any concerns with cattle health and well-being
	+ Report concerns to management, as appropriate
	+ Complete necessary transportation documentation
* Recommend improvements to moving and transporting procedures
* Recommend improvements to procedures to moving and transporting cattle

**Handle cattle on horseback**

* Follow horsemanship best practices
* Follow procedures for moving cattle on horseback
* Handle the horse
* Move cattle on horseback
* Sort cattle (e.g., separate sick cattle from group) on horseback
* Move cattle through gates and close gates from horseback
* Provide basic care to the horse
* Recommend improvements to handling a horse to move, separate and sort cattle

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

* Use basic hand or power tools
* Operate machinery and equipment, such as:
	+ - cattle handling equipment
			* headgates
			* chutes
			* squeezes
			* weigh scales
			* traceability equipment
		- animal husbandry equipment for:
			* tagging
			* dehorning
			* branding
			* castration
			* vaccination (e.g., syringes, thermometer)
		- 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)
* Use communication technologies (e.g., phones, radios)
* Use computer hardware and software including touch screens, databases and spreadsheets
* Recommend improvements to procedures for using equipment, tools and technology.

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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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| Cattle handling equipment | Animal husbandry Equipment |
|  General farm equipment |  |
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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/extensive relevant farm experience is required.

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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