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JOB DESCRIPTION - DETAILED

Feedlot Manager

**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 | FEEDLOT MANAGER |
| Department/Team | [Insert department or team the position belongs to] |
| Manager | [Insert position name of Supervisor/Manager] |
| Location | [Insert location of site] |
| Term of Work | [Insert whether work is seasonal, full-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).

The Feedlot Manager implements, monitors, and evaluates the companies strategic plan in order to ensure alignment with the organization’s vision, mission, and objectives; oversee human resource procedures, including human resources planning, the development of job descriptions, foreign worker initiatives, labour pool strategies, employee training plans, employee support programs, employee recruitment, selection, performance, and retention; oversees budgets to ensure the optimal allocation of financial resources to organizational objectives; identifies risks and manages strategies to mitigate or reduce risk and potential impact; oversees marketing plans; oversees health and safety standards ,operating procedures, and programs to minimize risk in the workplace; oversees food safety and security standard operating procedures, such as strategies for traceability, risk management, pests and disease control, water management, storage, product packaging, and recall; oversees production goals and schedules; ensures compliance with legislation, regulations, and industry standards that apply to farm activities; oversees standard operating procedures for the performance of farm activities; oversees procedures that support environmental sustainability and minimize production’s impact on the natural environment; oversees procedures to protect against the introduction and spread of diseases; oversees standard operating procedures for the maintenance of facilities and cattle accommodation (e.g., facilities, pens or stalls, corrals or yards, pastures, and ranges) to maintain health and safety of cattle; oversees standard operating procedures to maintain health and welfare of cattle; oversees standard operating procedures for moving cattle; oversees horsemanship program; oversees operating procedures for processing cattle entering the farm; oversees standard operation procedures for the provision of feed and water to weaned calves until they are yearlings; oversees procedures to manage, use, and maintain facilities, equipment, and supplies.

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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.

**Manage strategic planning**

* Implement strategic plan
  + Meet with company’s governing body/ownership
  + Understand company vision, mission, and objectives
  + Understand the current business environment of company and industry
  + Determine steps implementation of the strategic plan
  + Ensure that employees understand their responsibilities in relation to strategic plan
  + Allocate necessary company resources
  + Seek professional advice, as needed
* Monitor strategic plan
  + Evaluate the implementation of strategic plan
  + Compare strategic plan implementation to best practices
  + Identify variations in implementation of strategic plan
  + Communicate progress on plan to ownership
  + Manage adjustments to strategic plan as needed
* Conduct market research
* Identify areas for market research
* Conduct market research
* Interpret market research
* Determine potential target markets
* Seek professional advice, when needed
* Explore financial options
* Identify potential financial sources
* Determine financial requirements
* Develop funding support documents (e.g., business plan, financial projections)
* Discuss financial opportunities with ownership/governing body
* Secure financing with ownership approval, if applicable
* Develop strategic alliances
* Identify possible business alliances (e.g., other producers, professional businesses)
* Determine benefits of potential alliances
* Implement alliances
* Monitor effectiveness of alliances
* Maintain or terminate alliances as necessary
* Implement annual business plan
* Review previous annual plans
* Set annual objectives in line with strategic plan (e.g., HR requirements, finances, risk management, marketing, production, infrastructure, equipment and supplies)
* Identify specific actions for each objective
* Determine steps for business plan implementation
* Seek professional advice, as needed
* Monitor annual business plan
* Evaluate business plan implementation
* Compare business plan implementation to best practices
* Identify deviations in business plan implementation
* Communicate progress on annual business plan to ownership
* Manage adjustments to annual business plan, as needed
* Update strategic plan
* Review previous strategic goals
* Evaluate current status of business
* Review customer base
* Review industry trends and developments
* Identify opportunities for business development
* Identify required changes to strategic plan
* Communicate recommendation to ownership
* Implement changes to strategic plan

**Manage human resources**

* Develop human resources plan
* Identify strategic human resource goals and risks
* Research trends/changes in economic conditions
* Review relevant legislation
* Determine current and future technological needs
* Determine training needs
* Participate in the development of human resource policies and procedures (e.g., privacy, confidentiality)
* Develop internal and external hiring requirements and procedures
* Create human resources plan
* Involve employees in plan development
* Update human resources plan as needed
* Review labour needs
  + Review company capacity
  + Review production expectations
  + Review current employee schedule
  + Review operational budget
  + Evaluate need to hire new employees
  + Determine time frame of required employment
* Develop job descriptions
  + Identify skills required
  + Identify personal traits required
  + Identify minimum qualifications
  + Define job schedule requirements (e.g., full-time, part-time, casual, volunteer)
  + Determine compensation package
  + Review relevant government legislation
* Develop labour pool strategy
  + Review labour legislation, industry standards, company policy, and existing positions
  + Identify key labour pools (e.g., students, immigrant workers)
  + Research recruitment best practices
  + Determine recruitment strategy
  + Implement labour pool strategy
  + Update labour pool strategy, as needed
* Develop foreign worker strategy
  + Review legislation/regulations pertaining to foreign workers
  + Review program requirements
  + Determine infrastructure needs (e.g., housing, travel)
  + Access resources to build awareness of cultural issues
  + Develop internal and external communication policies and procedures
  + Establish housing policies and procedures
  + Develop foreign worker support programs
* Recruit applicants
  + Implement strategy for recruitment
  + Gather résumés
  + Filter résumés for pre-determined qualifications
  + Select applicants for interview process
  + Schedule selected applicants to be interviewed
* Screen applicants
  + Confirm résumé details and working eligibility
  + Conduct interview
  + Decide on prospective hire
  + Conduct background checks
  + Determine prospective hire’s potential
* Select new employee
* Prepare job offer
* Contact prospective hire
* Negotiate terms of employment
* Review details of employment
* Complete hiring process
* Develop employee training plan
  + Develop orientation plan in compliance with legislation, regulations, and company policies and procedures
  + Identify training requirements
  + Determine training evaluation methods
  + Determine training resources available
  + Determine method of training delivery
  + Implement orientation and training program
  + Evaluate training program
* Manage employee performance
  + Establish individual performance expectations
  + Discuss performance expectations with employees
  + Delegate work
  + Confirm work is completed safely
  + Provide employees with support/resources needed
  + Monitor performance
  + Compare employee performance to performance expectations
* Provide performance feedback
  + Provide ongoing feedback to employees
  + Document feedback
  + Determine frequency of formal feedback
  + Prepare for performance review
  + Conduct performance review
    - Communicate observed progress to the employee
    - Provide opportunity for the employee to respond to feedback
  + Follow up on performance issues
    - Work with employee to resolve issues
    - Monitor employee performance to ensure issue has been resolved
  + Document performance review
  + Maintain secure files
* Address employee grievances
  + Discuss grievance with concerned employee(s) in a timely fashion
  + Investigate details of grievance
  + Record details of grievance
  + Consult with ownership where appropriate
  + Take action according to company policies and procedures, and legal requirements
  + Document steps taken to resolve grievance
  + Ensure grievance is resolved
* Develop employee support programs
  + Research employee support programs and best practices
  + Educate employees about their rights
  + Develop employee wellness plan
  + Encourage work-life balance
  + Provide competitive employee benefits
  + Provide for individual employee needs
* Develop retention initiatives
  + Provide opportunities for employee feedback
  + Identify reasons for employee turnover (e.g., conduct exit interviews)
  + Develop plan to mitigate employee turnover
  + Research retention best practices
  + Identify employees’ strengths, areas for development, interests, and potential
  + Delegate new responsibilities to employees
  + Implement employee retention and motivation initiatives (e.g., employee recognition plan, career development plan, opportunities for advancement, team building)
  + Support retirement planning initiatives
* Terminate employment
  + Research termination best practices
  + Consult ownership, as needed
  + Discuss circumstances of employee termination
  + Process termination immediately
  + Take necessary security measures (e.g., change security codes, collect company property)
  + Finalize employee payroll
  + Update personnel files
* Evaluate human resources procedures and adjust as needed

**Manage finances and administration**

* Oversee financial and economic statements
  + Review profit and loss (P&L) statement
  + Review net worth statement
  + Review cash flow statement
  + Review cost of production and enterprise analysis
  + Review financial indicators
* Develop operational budget
  + Review previous budget
  + Review cost-benefit analysis of farm initiatives
  + Project revenue
  + Determine profitability targets
  + Determine labour costs
  + Determine marketing initiatives cost
  + Create budget for upcoming fiscal year
  + Establish budget control procedure
  + Submit budget for approval, if applicable
* Develop capital budget(s)
  + Review previous budget(s)
  + Review cost-benefit analysis for capital assets
  + Develop the budget for upcoming fiscal year(s)
  + Establish budget control procedure
  + Submit budget for approval, if applicable
* Implement budget
  + Adhere to budget control guidelines
  + Reconcile bank statements
  + Identify variances between budgeted and actual figures
  + Determine causes of variances
  + Communicate variances to ownership
  + Revise budget or cash flow as required
* Establish product pricing
  + Consider factors that affect market price of product
  + Determine base cost, expected sales volume, profit margin, and break-even point
  + Negotiate product price, if applicable
  + Monitor effectiveness of product price
  + Make changes to product price as necessary
* Oversee company finances
  + Ensure company’s financing needs are determined
  + Monitor accounts and lines of credit
  + Ensure invoices are processed immediately following sales
  + Ensure invoices and follow-up statements are sent to customers
  + Ensure customer payments are collected
  + Ensure customer files are updated
* Oversee daily administration functions
  + Monitor accounts payable and receivable
  + Monitor payroll and CCRA documents
  + Monitor petty cash
  + Ensure safekeeping of records and documents, such as:
    - financial records
    - invoicing and payment records
    - legal documents
    - regulatory forms
    - memberships
    - donations
    - certifications
  + Review and update:
    - cash-handling procedure
    - credit policies
    - purchasing procedure
* Evaluate finance and administration procedures and adjust as needed

**Manage risk**

* Involve supervisors in development of risk management strategies
* Analyze possible threats
  + Identify risks (e.g., production, market, finances)
  + Rate risks and potential impacts
  + Determine corrective or preventative action to mitigate risk and impact
* Develop a plan for each threat
  + Review risk mitigation best practices
  + Identify possible mitigation methods and best practices
  + Estimate cost-benefit of mitigation methods
  + Identify selection criteria for choosing mitigation method
  + Develop third-party and financial support system
  + Train employees on proper response
  + Implement asset protection and insurance coverage as necessary
* Implement plan as needed
  + Choose mitigation method
  + Contact third-party support system
  + Monitor and document ongoing situation
* Evaluate plan annually
  + Review results from previous year
  + Revise production strategies to mitigate risks, as needed
  + Update contact information
  + Renew service provider contracts
* Evaluate risk management procedures and adjust as needed

**Manage customer relations**

* Develop marketing plan
* Consider target markets
* Assess customer need
* Assess value chain position
* Assess opportunities provided by a commodity association
* Assess competition
* Identify messaging
* Develop sustainability plan
* Determine type and media of marketing campaign
* Assess marketing cost according to operational budget
* Schedule implementation
* Plan for evaluation of marketing campaign
* Provide input to a commodity association
* Seek professional advice, as needed
* Implement marketing plan
  + Develop draft of marketing campaign
  + Finalize marketing campaign
  + Submit marketing campaign to selected media
* Monitor marketing plan success
  + Track customer response to campaign
  + Evaluate advertising effectiveness
  + Adjust marketing plan as necessary
* Implement practices to enhance company image
* Establish company brand strategy
* Develop site visitor procedures
* Develop media relations procedures
* Maintain property’s appearance
* Join relevant professional associations
* Join committees and advisory boards
* Develop relationships with owners of neighbouring properties, community groups, and businesses
* Involve company in community activities and events
* Follow up with leads
* Document outcomes of events attended
* Develop customer service standards
  + Understand customer needs and requirements
  + Communicate customer service standards to employees
  + Monitor customer service performance
  + Review customer feedback
  + Ensure that customer concerns are addressed and documented
  + Adjust customer service procedures as required
* Evaluate customer relations and adjust as needed

**Manage occupational health and safety**

* Develop standard operating procedures for health and safety
  + Understand health and safety legislation, regulations, and standards
  + Communicate health and safety policies and standard operating procedures to employees
  + Ensure safety meetings are conducted
  + Ensure compliance with health and safety standards
  + Ensure necessary worker insurance coverage
  + Develop health and safety best management practices (e.g., Return-to-Work programs)
  + Monitor health and safety practices and procedures, such as:
    - Personal Protective Equipment
  + Ensure corrective actions are carried out
  + Make use of local safety association/government resources
  + Stay up-to-date on changes to the standards
* Develop emergency response standard operating procedures
  + Ensure compliance with federal and provincial occupational health and safety regulations
  + Analyze and map site layout
  + Develop procedures, in consultation with employees, to minimize damage to equipment and facilities, and harm to stock, worker health, and the environment
  + Create procedure for contacting emergency response teams
  + Coordinate emergency agreements between stakeholders
  + Develop emergency drills to test policies and procedures
* Evaluate and improve emergency response policies and procedures
* Implement health and safety training program
  + Ensure health and safety training is delivered to employees (e.g., first aid, WHMIS, ergonomics, stress management)
  + Ensure that the completion of health and safety training by employees is documented
* Ensure that training in emergency procedures is provided
* Distribute/post emergency procedures
* Ensure that operating procedures for use of protective equipment are followed
* Arrange for regular maintenance of safety equipment
* Test safety alarms/alerts regularly
* Conduct and record health and safety meetings in accordance with provincial legislation
* Implement workplace incident response procedures
* Assess and secure incident scene (e.g., tape it off, restrict access)
* Contact appropriate authorities
* Interview those involved
* Take photos of incident scene
* Secure relevant tools, equipment, and materials
* Formulate action plans
* Document accidents and incidents and near miss incidents
* Write incident report
* Report accidents and incidents, and near misses to the appropriate authority
* Manage workplace incident cases and claims
* Determine changes to company policies and procedures, as needed
* Evaluate health and safety practices and procedures and adjust as needed

**Manage food safety and security**

* Manage food safety and security
  + Review food safety and security regulations and procedures (e.g., biosecurity, bioterrorism, visitor procedures, pesticide records)
  + Educate employees on food safety and security procedures
  + Ensure compliance with food safety and security requirements
  + Ensure compliance with environmental regulations
  + Adjust food safety and security procedures as necessary
  + Arrange for a third-party audit, if applicable
* Manage traceability strategy
* Develop, implement and monitor traceability procedures
* Communicate traceability regulations and criteria to employees
* Verify and validate traceability mechanisms
* Adjust traceability procedures as necessary
* Manage risk
* Develop, implement and monitor procedures for managing risk
* Perform risk analysis
* Consider risk management techniques
* Select techniques to manage risk
* Implement risk management techniques
* Evaluate risk management plan
* Manage pest and disease control
* Develop, implement and monitor procedures for pest and disease control
* Communicate regulations and procedures to employees
* Ensure compliance with pest and disease control regulations
* Consider commodity’s pest and disease control requirements
* Adjust pest and disease control procedures as necessary
* Document pest and disease control actions
* Ensure proper storage of pest and disease control products
* Manage water
* Ensure compliance with water management regulations
* Communicate water management standard operating procedures to employees
* Follow environmental sustainability plan
* Consider commodity’s water requirements
* Consider facility’s water requirements and licenses
* Adjust water management procedures as necessary
* Manage storage
* Develop, implement and monitor procedures related to storage of commodity
* Communicate storage regulations and procedures to employees
* Ensure compliance with storage regulations
* Consider commodity’s storage requirements
* Adjust storage procedures as necessary
* Evaluate food safety and security procedures and adjust as needed

**Manage production and harvesting**

* Determine production goals and schedule
  + Review demand, cost of production, and contract requirements
  + Review production material availability
  + Review available safety nets (e.g., crop insurance, government safety net programs)
  + Determine production capacity
  + Determine labour required
  + Set production schedule
  + Consider animal welfare
  + Implement production schedule
* Monitor production schedule
* Review production goals and results
* Manage employee schedule
* Communicate production standard operating procedures
* Ensure demand and contract requirements are met
* Assess efficiency of production
* Assess efficiency of production
* Implement production/harvest schedule changes as required
* Determine employee schedule
* Estimate labour quantity and type required for work
* Compile employee schedule
* Review employee schedule to ensure that all shifts and positions are covered
* Finalize employee schedule
* Communicate schedule to employees
* Modify employee schedule as necessary
* Evaluate production plan and procedures and adjust as needed

**Manage compliance with legislation, regulations, and standards**

* Comply with, federal, provincial, and municipal legislation and regulations pertaining to:
  + - human rights
    - employment and labour
    - human resources
    - occupational health and safety
    - transport
    - the environment
    - water
    - growth and cultivation
    - biosecurity
    - animal welfare
    - waste disposal
    - marketing
    - firearm licensing and training
    - deadstock
    - all other applicable legislation and regulations
* Comply with applicable standards, such as:
  + National Farm Animal Care Council *Code of Practice for the Care and Handling of Beef Cattle*
  + *Standard Verified Beef Production* (V.B.P.)
  + Alberta’s Natural Resources Conservation Board
* Comply with *Health of Animals Regulations* for transportation of animals
* Comply with *Canadian Cattle On-Farm Biosecurity Standard*
* Ensure compliance with site conditions of licence
* Evaluate compliance procedures and adjust as needed

**Manage operating procedures**

* Ensure compliance with federal, provincial, and municipal regulations, and industry standards
* Develop standard operating procedures for farm production systems
  + Review farm management best practices
  + Collaborate with management team and/or owner to develop procedures
  + Communicate procedures to employees
  + Verify employee compliance with procedures
  + Evaluate procedures
  + Discuss proposed revisions with management team
  + Update procedures
* Keep up-to-date with new research
  + Read relevant journals
  + Participate in research initiatives

**Manage environmental sustainability**

* Develop, implement, monitor, and maintain standard operating procedures
* Ensure compliance with voluntary third-party certification requirements
* Participate in activities to increase community and public awareness of environmental sustainability of beef cattle operations
* Participate in public relations activities to gain support of community and public of beef cattle operations in Canada
* Minimize environmental impact
  + Identify potential environmental hazards and pollutants, such as:
    - fuel
    - oil
    - manure
    - dead animals
    - veterinary waste
    - pharmaceuticals
    - pesticides
    - fertilizers
    - pathogens
  + Ensure environmental factors on farm are monitored, such as:
    - water quality
    - soil quality
    - air quality in facilities
  + Ensure compliance with standard operating procedures
  + Ensure employees recycle
  + Coordinate preventive maintenance program
  + Implement a nutrient management plan
  + Recommend program improvements to minimize impact
* Ensure compliance with standard operating for:
  + - manure handling, storage, disposal, and field application
    - deadstock handling
    - water supply management
    - grazing management
    - pest and predator management
    - energy resource management
    - organic and inorganic waste handling, storage, and disposal
    - petroleum storage and handling
    - fuel spill clean-up
* Evaluate environmental sustainability procedures and adjust as needed

**Manage biosecurity**

* Develop biosecurity standard operating procedures that include:
  + - compliance with federal and provincial regulations and industry standards
    - consideration of biosecurity risk levels
    - consultation with a veterinarian to establish risk levels
    - farm entry and movement requirements for:
      * employees
      * visitors
      * service people
      * cattle
      * other livestock
      * equipment
      * vehicles
      * feed
    - farm entry procedures, such as:
      * foot baths
      * handwashing
      * use of disinfectant
      * dedicated footwear
    - a visitor logbook
    - disease prevention procedures about:
      * cross contamination
      * transmission
      * carriers
      * disinfection
      * hygiene
      * equipment sanitation
    - pest control
    - maintenance of a disease barrier:
      * quarantine procedures
      * control of parasites and disease transfer
* Implement and monitor biosecurity procedures
  + Communicate biosecurity procedures to employees
  + Post warning signs related to biosecurity
  + Provide disinfectant for handwashing to employees
  + Ensure biosecurity procedures are followed
* Coordinate work activities to avoid endangering disease barrier
* Keep current with biosecurity information updates
* Evaluate biosecurity procedures annually and update as needed

**Manage infrastructure, facilities, pens, and pastures**

* Follow guidelines for minimum space allowances, feeding space requirements, and stocking density based on the following factors:
  + - type of feed
    - feeding frequency
    - amount of feed
    - presence of horned cattle
    - animal size
    - group size
* Ensure cattle facilities and areas provide cattle with the necessary opportunity to:
  + - exercise
    - adopt normal resting postures at the same time as other cattle in a group
    - have freedom of movement
    - access feed and water
    - maintain physical functioning
    - avoid adverse weather conditions
    - maintain social interaction
* Ensure cattle facilities and areas provide optimal safety and prevent injury to cattle or employees
* Track outcome-based measures to assess the suitability of housing and stocking density, such as:
  + - morbidity and mortality rates for lameness and injuries
    - changes in normal cattle behaviour, such as
      * bulling/riding
      * poor performance (e.g. body weight average daily gain feed efficiency daily dry matter intake)
      * abnormal physical appearance
* Provide a separate area with dry bedding for the recovery of sick or injured cattle
* Provide an area for calving that is safe and clean, and promotes calf health
  + Ensure that calving areas are free of cattle until just prior to calving to minimize manure contamination
  + Ensure that calving areas and areas housing cattle with young calves limit contact between young calves and manure
  + Coordinate the separation of calving cattle and heifers into areas with adequate bedding
* Coordinate the configuration of cattle accommodation
  + Configure corrals or yards, and indoor pens or stalls to allow for visual inspection of herd and to minimize stress of cattle and handler
  + Configure indoor holding areas, such as
    - pens or stalls
    - corrals or yards
    - chutes
  + Ensure that gap widths for slated floors are appropriate for the cattle
  + Ensure that cattle facilities provide well drained, comfortable resting areas
  + Ensure that traction is provided in handling areas to minimize cattle slips and falls
  + Determine the type of bedding to be used
  + Direct the provision of necessary materials for cattle (e.g., bedding, water, feed)
  + Provide watering equipment
* Manage the placement of fences and barriers for facilities
  + Determine placement of fences
  + Schedule fence installation
  + Determine maintenance and repairs
  + Develop repair policy
  + Ensure repairs are completed
* Maintain environmental conditions in indoor facilities, such as:
  + - air circulation
    - dust levels
    - temperature
    - relative humidity
* Develop an accommodation maintenance plan
  + Schedule maintenance of facilities
  + Determine required maintenance
  + Document completed repairs
* Evaluate procedures for maintaining cattle facilities and adjust as needed

**Manage health and welfare of cattle**

* Develop a collaborative working relationship with veterinarian
* Develop herd health and welfare program
  + Review health standards and best management practices
  + Understand inspection requirements
  + Develop implement, monitor and maintain procedures for:
    - maintaining hygiene and sanitation
    - identifying, examining, caring for and treating ill or injured cattle
    - euthanization
  + Establish baseline health data
  + Develop quarantine procedures
  + Maintain records of disease and health measures used
  + Evaluate health and welfare plan annually in consultation with veterinarian
  + Update plan to address past health and welfare concerns
  + Take steps to prevent exposure of cattle to sources toxins (e.g., lead batteries, fertilizer, treated seed, antifreeze, nitrates)
  + Take steps to prevent use of feeding sources that could cause injury or limit intake
  + Verify non-exposure to specified risk materials such as ruminant meat and bone meal
* Manage presence of poisonous plants and noxious weeds in the pasture
  + Recognize poisonous plants and noxious weeds
  + Train employees to identify poisonous plants and noxious weeds
  + Develop strategies to eliminate poisonous plants and noxious weeds from the pasture, such as :
    - spot spray with pesticide
    - pasture rejuvenation
    - use of herbicides
  + Report to municipality and counties about the control of poisonous plant and noxious weeds
* Monitor hygiene and sanitation on the farm
* Monitor common cattle health disorders and diseases
* Recognize signs of ill health in cattle, such as :
  + - physical abnormality
    - withdrawal from feed and water
    - behavioural changes
* Recognize signs of stress in cattle and abnormal behaviour
* Develop cattle health and behaviour monitoring procedures
  + Train employees to identify signs of stress, abnormal behaviour, and illness
  + Schedule inspections of herd
  + Monitor cattle behaviour
  + Quarantine cattle showing signs of abnormal behaviour
  + Investigate outbreaks and repetitive symptoms
    - Note the number of animals affected and the pattern of the problem
    - Discuss observations with veterinarian
  + Investigate possible causes of injury
    - Determine if the injury was caused by the design or construction of the facility
    - Schedule any necessary repairs
  + Investigate causes of behavioural problems , such as :
    - environment
    - feed
    - management
    - health factors
  + Encourage culling recommendations from employees
* Cull cattle from herd
* Develop procedures for treatments and vaccinations in consultation with the veterinarian
  + Determine vaccines to be used
  + Coordinate the vaccination of cattle upon intake
  + Review health standards and best management practices
  + Follow veterinarian-prescribed treatment and vaccination procedures
  + Develop standard operating procedures for safe standard operating procedures for the storage, handling and administration of treatments and vaccinations
  + Enforce safe standard operating procedures for the storage, handling and administration of treatments and vaccinations
  + Manage the examination and treatment of ill animals
  + Maintain inventory of on-farm drug supply
  + Monitor expiration dates of on-farm drug supply and dispose of expired drugs
  + Review best practices for the administration of treatments, antibiotics and vaccinations
  + Ensure that used needles and syringes for treatments are disposed of according to biohazard disposal standard operating procedures
  + Monitor cattle during and after treatment
  + Seek veterinarian advice for health issues as required
  + Maintain records of treatments , such as:
    - identification of animal treated
    - name of veterinarian
    - date treatment started and date of completion
    - withdrawal time needed for drug to be metabolized by cattle
    - type, dosage, location and route of treatment
    - name and signature of person administering treatment
    - treatment outcomes
* Develop procedures for conducting routine husbandry procedures
  + Review best practices for routine husbandry procedures
  + Train employees to properly handle and restrain cattle during routine husbandry procedures
  + Verify that equipment used for husbandry procedures is in good working order
  + Coordinate the administration of routine husbandry procedures to cattle
  + Maintain records of husbandry procedures provided to cattle
* Implement euthanasia plan of cattle consistent with Code of practice
  + Follow procedures for the humane euthanasia of cattle and consider factors involved in euthanizing an animal, such as :
    - method of restraint
    - euthanasia method
    - safety
    - maintenance of equipment
  + Recognize factors involved in determining when to euthanize, such as :
    - pain and distress of animal
    - ability of the animal to obtain feed and water
    - risks to other animals
    - likelihood of recovery
    - lameness
    - productivity
  + Develop procedures for methods of euthanasia and maintenance of equipment used during euthanization
  + Train employees on euthanization procedures
  + Maintain records of euthanization
* Develop standard operating procedures for management of dead stock
  + Ensure deadstock collection and disposal procedures are followed
  + Coordinate the movement of dead stock to designated location (e.g., to on-farm incinerator or location for pick-up)
  + Maintain records of number of mortalities and associated causes
* Develop procedures for predator and pest control
  + Identify different types of predators and pests
  + Recognize signs of predators, such as :
    - signs of a struggle
    - drag marks
    - broken vegetation
    - blood near the carcass
    - herd appears nervous
  + Recognize signs of pests
  + Ensure facilities and structures are secure
  + Evaluate predator control strategies in consultation with provincial authorities when attack occurs
  + Schedule repairs as needed
  + Document repairs
  + Report predation to provincial authorities
  + Document loss history
* Develop winter management plan
  + Implement farm contingency procedures for extreme and sudden changes in weather
  + Ensure herd is monitored for signs of cold stress (hypothermia), including:
    - shivering (cattle may stop shivering if hypothermia worsens)
    - low core body temperature (less than 35°C or 96°F)
    - cold mouth
    - inability to get up
    - no suckling reflex (in calves)
    - frostbite (especially for newborn calves)
  + Ensure that extra feed is provided
  + Ensure that extra bedding is provided when necessary
* Develop a summer management plan
  + Implement farm contingency plan for extreme and sudden changes in weather
  + Ensure herd is monitored for signs of heat stress, such as :
    - open-mouth panting with tongue protruding
    - laboured breathing
    - drooling or froth around the mouth
  + Coordinate the use of strategies for cattle showing signs of heat stress
    - Avoid handling cattle
    - Feed cattle at dusk or dawn
    - Moisten the ground in part of the pen
    - Sprinkle cattle with water
  + Ensure additional water is provided when necessary
* Evaluate procedures for maintaining cattle health and welfare and adjust as needed

**Manage the movement and transportation of cattle**

* Implement best practices for stress-free cattle handling.
* Recognize factors behind low-stress cattle handling, such as :
  + - facilities
    - flight zone
    - point of balance
    - minimization of noise and high-pitched sounds
    - herd behaviour
    - the relationship between handler’s attitude and cow’s response
* Communicate procedures for cattle handling during activities such as:
  + - moving from one location to another
    - loading and unloading
    - transportation
    - restraining
    - processing
    - dead stock collection and removal
* Train employees to use handling equipment and tools, such as :
  + - squeezes
    - head gates
    - palpation cage
    - alleys
    - tubs
    - chutes
    - whips
    - paddles
* Develop protocol for use of stock prods
* Communicate procedures for cattle handling to employees
* Provide employees with access to equipment or facilities for safe handling, restraint, segregation, loading and unloading of cattle
* Coordinate cattle loading and shipping procedures
  + Implement a process for cattle loading and shipping
  + Coordinate schedule of departures
  + Schedule employees for departures
  + Maintain records of cattle loading and shipping
* Evaluate cattle movement and transportation procedures and adjust as needed

**Manage a horsemanship program**

* Train employees to:
  + handle a horse
  + move cattle on horseback
  + separate cattle and calves on horseback
  + sort cattle (i.e., separating sick cattle from group) on horseback
  + move cattle through gates and close the gate from horseback
  + provide basic care to a horse
* Evaluate horsemanship program and adjust as needed

**Manage the processing of cattle**

* Process animals according to sex, weight, body condition score, source, and feeding plan
* Develop cattle receiving procedures
* Coordinate schedule of cattle arrivals
* Schedule employees for cattle arrivals
* Provide employees with equipment and facilities for safe handling and restraint of cattle during processing
* Maintain records of cattle processing
* Evaluate procedures for processing cattle and adjust as needed

**Manage feeding of cattle**

* Ensure that the feed ration provided to calves meets the requirements for growth to target weight
  + Take samples of the feed (e.g., haystack, silage, crop residue)
  + Send samples to lab for testing
  + Review results of lab testing with animal nutritionist, provincial livestock specialist or veterinarian to ensure that combined feed ration meets requirements for targeted gain
  + Obtain feed ration formulation from the nutritionist
* Coordinate feed and supplement inventory logistics, such as:
  + - ordering feed and appropriately-formulated supplements to address any macronutrient deficiencies or excesses
    - transporting
    - storage
    - projections
    - contingency plans
    - record keeping
    - feed reconciliation
* Coordinate the cleaning and maintenance of feed storage sites and feeding and watering equipment
* Coordinate the provision of feed and supplements to calves
  + Determine the required amount and type of feed for calves
  + Prepare schedule for providing feed to calves
  + Adjust feed ration as required for cattle growth or for animals facing cold stress
  + Identify cattle in need of supplementation
  + Coordinate the provision of supplements to calves
* Manage the water supply
  + Ensure calves have access to potable water of adequate quality and quantity
  + Develop a contingency plan for the provision of water
  + Monitor the quality and quantity of water sources, including snow in the winter and surface water in the summer
  + Verify water quality in the event of problems such as poor performance, reluctance to drink, or reduced feed consumption
  + Adjust the watering program as needed
* Schedule regular pen checks to check for:
  + - water levels
    - feed levels
    - lame or ill calves
* Monitor cattle behaviour
  + Monitor cattle for abnormal behaviour, such as :
    - vocalizing
    - breaking through fences
    - mounting other calves (staggy steer calves)
  + Monitor the health of calves throughout backgrounding
  + Consult with employees regarding cattle feeding behaviour
  + Maintain records of calve’s feeding behaviour
  + Take corrective action
  + Follow up on corrective measures
* Track daily gains of calves
  + Coordinate the weighing of calves
  + Coordinate visual inspections of calf performance
  + Maintain records of gains of calves
  + Take corrective action
  + Follow up on corrective measures
* Monitor body condition scores throughout stages of production
  + Calculate body condition scores
  + Take prompt corrective action to improve body condition score of cattle with score of 2 or less out of 5
  + Follow up on corrective measures
  + Maintain records of body condition scoring
* Maintain records on the provision of feed to cattle
* Evaluate procedures for feeding of cattle during backgrounding in feedlots and adjust as needed

**Manage facilities, equipment, and supplies**

* Develop standard operating procedures for equipment, tools, and technology
* Manage technology
  + Keep current on emerging technology trends
  + Assess technology needs
  + Develop a plan to upgrade technology
  + Consider technology feasibility and applicability (i.e., cost/benefit analysis)
  + Provide employees with relevant technology training
  + Ensure backup of data
  + Use communication technologies (e.g., phones, radios)
  + Use computer hardware and software, such as touch screens, databases, and spreadsheets
* Manage facilities
* Maintain work areas
* Monitor facilities and schedule maintenance
* Determine maintenance required
* Develop maintenance policy
* Ensure that maintenance is completed and documented
* Follow proper decommissioning/disposal procedures
* Manage equipment
  + Ensure that equipment and tools required for all tasks is available onsite and in good working order
* Schedule preventative equipment maintenance and replacement
* Determine maintenance and repairs required
* Ensure that repairs are completed and documented
* Schedule routine reviews of safe use and operation of farm equipment and tools. Ensure sufficient inventory of spare parts
* Determine storage requirements
* Follow proper decommissioning/disposal procedures
  + Ensure that employees are trained to safely use basic hand and power tools, such as:
    - hammer
    - wrench
    - pliers
    - hand saw
    - chain saw
* Ensure that employees are trained to safely operate general farm equipment, such as :
  + - fencing tools and equipment
      * temporary electric fencing system
      * post-pounder
      * posthole auger
    - air compressor and accessories
    - augers
    - conveyors
    - silo unloading equipment
    - feeding and watering equipment
      * portable feed millers/mixers
    - manure handling equipment
      * manure spreader
    - manure storage equipment
    - silage blowers and auxiliary equipment
    - cattle handling equipment
      * headgates
      * chutes
      * squeezes
      * weigh scales
      * traceability equipment
    - animal husbandry equipment
      * tagging equipment
      * dehorners
      * branding equipment
      * castration equipment
      * vaccination supplies (e.g., syringes, thermometer)
    - harvest equipment
      * tractor
      * forage harvester
      * balers
      * mowers
      * rakes
      * wrappers
      * bale wagon
      * combine
    - trucks with and without equipment in tow
    - tractors with and without attachments (e.g., trailer, mounted implements, loaders)
    - power vehicles
      * ATVS
      * skid-steers
    - emergency standby generators
* Manage supplies
* Determine restock rates of supplies
* Assess available space
* Determine required supplies and storage
* Evaluate equipment to support materials handling
* Manage security system
* Assess current security system
* Assess biosecurity system
* Determine any improvements to be made
* Test security system regularly
* Ensure security system equipment is maintained
* Manage critical backup systems
* Assess current critical backup systems
* Determine any improvements to be made
* Test critical backup regularly
* Maintain critical backup equipment
* Purchase products and services from suppliers
* Select products and services
* Research potential suppliers and select best option
* Review potential risks and impacts of changing suppliers
* Negotiate price of product/service
* Order product/service
* Document product/service purchase
* Manage receiving procedures
* Ensure delivery time is recorded
* Ensure invoice is compared to purchase order
* Ensure condition of goods received is checked
* Ensure all relevant documentation is received
* Ensure irregularities are reported immediately to supplier
* Ensure stock is stored and secured as required
* Ensure goods received are recorded in inventory system
* Manage shipping procedures
* Coordinate shipping logistics
* Finalize payment details
* Ensure shipments are checked for accuracy, quality, and customer specifications
* Ensure shipping documents are in order
* Assess suitability and reliability of the carrier
* Evaluate the management of infrastructure, equipment, and supplies and adjust as needed
* Evaluate procedures for managing facilities, equipment and supplies and adjust as needed

|  |
| --- |
| **COMPETENCIES** |

List the competencies required to perform the position.

|  |
| --- |
| **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:**

|  |
| --- |
| **WORKING CONDITIONS** |

List the working conditions related to the job.

* Outdoors under various weather conditions
* Physically demanding

|  |
| --- |
| **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 post-secondary education and/or supervisory desirable.

**EXPERIENCE:**

Extensive relevant farm experience is required. Industry-related and management knowledge/skills required.

|  |
| --- |
| **QUALIFICATIONS** |

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

|  |
| --- |
| **LANGUAGE** |

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

* English

|  |
| --- |
| **DRIVER’S LICENSE** |

State the type of license required for the role.

|  |
| --- |
| **Remuneration** |

List the remuneration available for the position.

Hourly wage:

|  |
| --- |
| **BENEFITS** |

List the benefits available for the position.

Benefit package:

|  |
| --- |
| **OTHER** |

List other requirements of the job.

Provide own transportation