



Job title	<i>Manager-Land and Cattle Ranch, #30042</i>
Reports to	<i>Wildlife and Livestock Manager</i>

Job Purpose

This position implements the ranch management program for Pueblo of Acoma owned lands operated by Acoma Business Enterprises (ABE) and ensures the smooth day-to-day operation of Acoma Land and Cattle Enterprises. The position uses modern sustainable livestock grazing practices and maintains compliance in regards to environmental and Acoma tribal livestock regulations. The Land and Cattle Ranch Manager will supervise ranch hands, ranch foremen, and day laborers. In addition, they will work in partnership with ranchers, grazing associations, and conservation groups, other government agencies, and members of the community on rangeland management and conservation issues. All duties are to be performed within the guidelines of the ABE policies and procedures. The Land and Cattle Manager is expected to serve as a public relations ambassador for all Acoma Business Enterprises and must be courteous and helpful to customers at all times. Other related duties may be directed by management.

Duties and Responsibilities

- Oversees all ranch activities and maintains fiscal accountability for the performance of all Land and Cattle operations.
- Develops the budget for the Land and Cattle operation and ensures the department functions within that budget.
- Researches, recommends, and purchases equipment for the ranches.
- Prepares annual budget and analyzes budget and operational expenses to identify areas in which reductions can be made and efficiencies maximized.
- Manages Land and Cattle team members, including supervising hiring, performance evaluations and the formal disciplinary actions.
- Maintains the daily production of the beef cow/calf and forage operations within all ranch units of the Land and Cattle operation.
- Supervises all team members within the cow/calf and forage business.
- Prepares and maintains daily ranch, livestock, and equipment records.
- Produces project, quarterly, and annual reports.
- Manages and schedules ranch hands, foremen and day laborers.
- Responsible for the care of cows, bulls, and calves, including feeding, branding, sorting, herding, working cattle through cattle chutes, dehorning, castrating, vaccinating, pregnancy testing, calving out heifers, weaning and processing calves.
- Responsible for horses, and their complete care, including shoeing, feeding, grooming, and care of ranch owned tack.
- Repairs and maintains water pipelines, "drinkers," pump jacks, electric pumps, windmills, fences, gates, facilities, and equipment and other ranch structures.
- Maintains efficient written records of equipment and livestock.
- Must maintain harmonious business and team member relationships on all levels. Good communication skills, verbal and written.
- Must communicate and have willingness and desire to grow personally as well as growing the business.
- Plays a vital role in the development of coordinated resource management plans, including grazing management.
- Administration of grazing permits.

- Identification and development of rangeland improvement projects.
- Development and implementation of rangeland soil and vegetation restoration.
- May be required to administer First Aid and/or Cardiopulmonary Resuscitation (CPR).
- Must be socially perceptive; administer good to excellent judgement, and decision making abilities essential.
- Must be able to handle stressful situations, maintain composure and be able to prevent and/or handle emergency situations.
- Must be presentable when reporting to work, wearing appropriate clean and pressed uniform when applicable. Good personal hygiene required.

Minimum Qualifications

Education/Experience:

- High School Diploma, GED, or equivalent required.
- Bachelor's Degree in Veterinary Science, Biology, Livestock Management or related field preferred.
- Five years hands-on experience required in ranching, pre-conditioning, feedlot, or farm with experience in yearling cow/calf herd health and feeding.
- Minimum ten years beef and agricultural business background preferred.
- Minimum five years supervisory experience preferred.
- Valid New Mexico Drivers' License required.
- Heavy equipment operators must have a valid Commercial Driver's license.

Skills, Abilities, Knowledge and Other Qualifications:

- Skill in customer service and ability to remain calm and cheerful in stressful situations.
- Skill in maintaining a friendly demeanor at all times and performs job requirements with a Smile, Eye Contact & Greeting.
- Skill in exhibiting good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and management.
- Skill in computer literacy.
- Skill to effectively multitask and have strong written/oral communication, both in reading and writing.
- Skill in actively listening.
- Ability to use and interpret topographic and aerial maps.
- Ability to operate four wheel drive, standard transmission, all-terrain vehicles.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to work under pressure.
- Ability to maintain confidentiality.
- Ability to lift certain outdoor equipment.
- Ability to operate a two way radio device/communications.
- Ability to operate a motor vehicle.
- Ability to operate four wheel drive, standard transmission, all-terrain vehicles.
- Ability to use and interpret topographic and aerial maps.
- Ability to identify livestock problems and environmental conditions and to respond to emergencies quickly and appropriately.
- Ability to work effectively with other department team members.
- Ability to obtain and administer Cardiopulmonary Resuscitation (CPR).
- Ability to establish and maintain effective working relationships with tribal and governmental officials, and the general public.
- Knowledge of principles and techniques of cattle ranching, range and related activities.
- Knowledge of general public safety and security regulations.
- Knowledge of general and environmental laws and regulations, tribal and government law.

Working conditions

- Working conditions will be in an exterior, varied climate environment and may include exposure to certain weather conditions and moderate-to-loud noise levels. Often required to ride on horseback and in truck on ranch property and surrounding areas that are rough, uneven, and/or rocky terrain.
- Some accommodations will be in an interior office environment pending work assignments. The position requires working days/evenings including weekends, holidays and special event shifts. Work Schedule may vary (7/24/365).

Physical requirements

Physical requirements include standing and walking for long periods of time and use of whole body motion and strength throughout all properties. Must be able to lift up to 80 pounds and perform repetitive tasks requiring manual dexterity, speed and concentration. Requires the visual acuity and manual dexterity to read and write reports. Must be able to stand, walk, and remain in a saddle for long periods of time.

Direct reports

Direct Reports-Ranch Hands, Foremen, Day Laborers

Other

Background Investigation: This position is subject to a background check through Acoma Business Enterprises. Selected individuals must successfully complete and pass all requirements to qualify for position.

Insurability; This positions requires to have a valid driver's license. Candidates must successfully complete a pre-employment motor vehicle check and must be insured through the company insurance carrier.

All Applicants must successfully pass a pre-employment drug screening prior to beginning employment and is subject to random drug testing during employment.

Selected applicant may be required to obtain a COVID-19 test prior to beginning employment and may be subject to further testing.

Acoma Business Enterprises is committed to achieving full equal opportunity without discrimination based on race, religion, color, sex, national origin, politics, marital status, physical disability, age or sexual orientation.

Acoma Business Enterprises (ABE) has implemented an Indian Preference Policy. It is the policy of Acoma Business Enterprises to give preference to any qualified person who is an enrolled Acoma Indian Tribal Member or non-Acoma tribal member of a federally-recognized Indian Tribe, pursuant to the Acoma Gaming Commission, Regulation 26 of the Acoma Gaming Regulations, Section 26.020. The application of Indian Preference is not automatic, an applicant must request for consideration for tribal preference. Applicants must provide tribal affiliation and registered census number. ABE is dedicated to policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientations, political belief or disability.