Ranch Manager Job Description

General Operations

- Ensure ownership’s enjoyment of the ranch
- Overall Repairs and Maintenance (R&M) Management – constant time/cost evaluations
- Board Horse Program Management
- Labor Management
- Wildlife Management & Maintaining Hunting Program/Contract
- Natural Resource Management
- Tipton Ditch Association (Annual R & M)
- Security
- Continuing Education & Hosting Workshops
- Host owner’s guests when visiting the ranch

Facility & Property Maintenance

-Homes/Barns

Maintain owner’s houses and surroundings as well as manager’s house and surroundings at guest level ready at all times.

Maintain cleanliness, integrity, appearance and organization of barns and surroundings.

-Bridges, Roads & Trails

- Grading/Snow clearing and Inspections
- Seasonal cutting & trimming of trails
- Grass & weed maintenance on sides of roads

-Pond Management

- Algae/aquatic plant control
- Fish/fishery management
- Dam and overflow structure R&M
- Landscape Design R&M
- Landscaping/Grounds
  - Irrigation/Sprinkling Systems
  - Mowing/trimming/pruning

-Land/Pastures
  - Livestock management (dates & rates)
  - River & Riparian Clean-up and Restoration Projects
  - Irrigated pasture restoration (brush and weed control and re-seeding)
  - Fencing, trails, encroaching vegetation
  - Native pasture restoration

-Equipment R & M
  - All Vehicles and Equipment get seasonal and annual R & M

- Administrative / Financial Reporting & Banking
  - Annual Budget
  - Review weekly AP (all properties)
  - Monthly reconciliation Local Account
  - Monthly Billing (board horses, cattle)
  - Maintain NM state hunting permits
  - Agricultural Tax Exemption Status with both Mora & San Miguel Counties

- Reporting & Communication with Ownership
  - Monthly Report- photos & text
  - Regular phone calls & in-person meetings
  - Prioritizing ownership visits to the ranch/event coordination
  - Project Design Proposal & Consulting
  - Annual Report

- Board Horse Program
  - Pasture preparation, fencing, forage evaluation, catch pens & feeders
  - ALL horse facilities ready and available for use
  - Meal Coordination for overnight arrival
  - Wellness checks several times per day.
  - Must have experience and knowledge of horse health, nutrition and basic veterinary care
  - Good communication with ownership.
  - Annual spring veterinary care (vaccinations, wormers, coggins test, quarterly wormers)
  - Health Certificates & brand inspection for out of zone/state travel

-Polo Support Program
  - Coordination of people, horses, horse facilities, vehicles & equipment
• Coordination of BWR staff that is supporting program
• Housing R&M

Animal Maintenance/Management

-Cattle
  • Annual evaluation of all available forage and water
  • Annual operating plan
  • Marketing & Negotiate Contract Length & rate
  • Communication & client relations
  • Invoicing/billing, livestock inspections, health certificates, county tax, scale inspection

Project Management

  • Ownership Needs & Interests
  • Research and budgeting
  • Coordinate bidding and comparison process
  • Overseeing Contracts: labor, expenses, completion
  • Capital Improvements: prioritized with ownership
  • Grant Application/planned restoration

We are looking for excellence in integrity, honesty and work ethic. The right applicant must have a positive and willing attitude, be flexible and hard working, have good communication skills and be organized and efficient with their time.

Salary: Commensurate with skills and experience.