

Grand Traverse Regional Land Conservancy
Position Title: Misty Acres Farm Manager

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Date Created: October 6, 2023
Reports To: Farm Operations and Sustainability Coordinator
Position Status: Exempt, Full time, Salary with Benefits
Salary Range: \$45,847-\$64,186

The Misty Acres Farm Manager will be responsible for oversight of day-to-day operations at the Misty Acres Farm at The Borwell Preserve and implementing its annual work plan. They will make decisions regarding the operations of the farm and the upkeep of its grounds, infrastructure, and equipment. Daily care of livestock, including a herd of Belted Galloway cattle and working dairy goats, is an important component of this position's responsibilities. The Farm Manager will also work alongside interns and volunteers to achieve management goals at the farm. This position may also be asked to assist with stewardship responsibilities at other GTRLC preserves.

JOB SUMMARY/DUTIES AND RESPONSIBILITIES: This position includes the general management of all farm activities, as well as, the maintenance of buildings, driveways, structures, and machinery. Care of all livestock; including management to maintain the overall appearance and security of the farm and grounds.

Livestock Care (35%)

- Responsible for animal health, safety, and welfare; up to and including daily check-ins, feed, and watering
 - a. Manage cattle pasture rotation utilizing poly wire fencing
- Maintenance, repairs, replacement of fences and other livestock facilities
- Administer preventative medication and/or care of livestock
 - a. Weighing and handling of cattle in a livestock shoot
 - b. Assist in the birthing of calves and monitoring of laboring cattle
 - c. Regular trimming of goat hooves
 - d. Applying medication and handling goats in an open environment
- Purchase and storage of all feeds, supplies, and materials as needed
- Regular cleaning of manure from paddocks and barns and spreading of straw and/or other bedding material
- Manage the goat herd; determine invasive species grazing areas, install fences safely, and work with established goat volunteers
- Assist with cattle processing, annually, and, as needed

Agriculture Related Tasks (20%)

- Monitor and record pasture quality to inform grazing decisions
- Manage hay fields including soil modifications and improvements
- Assist with hay harvest which may require working long hours, more than 40 hours per week, and during evenings and weekends
- Nutrient management through manure composting and application
- Safe operation of large equipment including skid steer, loader tractor with cab, field tractor, and their implements/attachments on the farm and while traveling along roads

General Maintenance of Equipment (20%)

- Familiarity with large equipment, their operation manuals, and the general maintenance each machine requires
- Keep records of completed and needed maintenance of equipment

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- Change oil and filters on tractors and other farm vehicles
- Prepare farm implements for their seasonal use
- Replace/repair basic parts on machinery if the work is within the scope of the employee's knowledge and comfort level
- Coordinate hired-out work on machinery when needed

Grounds and Infrastructure Upkeep (20%)

- Maintain building infrastructure in an attractive, safe, and functional condition
- Maintain gates, locks, and fences for security purposes
- Keep any maintained areas in good-looking condition, by mowing lawn, trimming around landscaping, and removing any build-up of debris around ground infrastructure, as needed
- Plow farm drives and nature preserve parking area during winter months
- Keep work areas clean and organized to promote efficient work

Stewardship Team Duties (5%)

- Work with the Stewardship Team on projects that require the attention of multiple individuals
- Participate in Volunteer Events at The Farm and occasionally assist volunteers with their work duties
- Assist with other Stewardship work within the region
- Attend Stewardship Team meetings at GTRLC's main office on a bi-weekly basis

SUPERVISORY RESPONSIBILITIES: This position may supervise seasonal employees, interns, volunteers, and contractors as needed to complete assigned tasks and implement the Misty Acres Farm work plan.

EDUCATION AND EXPERIENCE: This position requires a minimum of an Associate's Degree associated with natural resources or agricultural sciences as well as a minimum of one year of experience managing a farm operation or three years working on a farm, including experience with animal care, farm equipment use, construction, and general maintenance.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Relevant farm-related knowledge, skills, and abilities to perform the duties and responsibilities
- Demonstrated ability to manage a program, supervise, and coordinate activities and work plans
- Construction/maintenance experience including a working knowledge of power tools
- Ability to operate and conduct general maintenance on farm equipment and machinery
- Willingness and ability to perform potentially strenuous activities outdoors in variable and adverse weather conditions
- Ability to work independently in a remote environment while communicating regularly with the supervisor
- Ability to maintain a positive, professional, and courteous attitude
- Basic computer skills (use of email, Microsoft Suite, Google Calendar)
- Valid State of Michigan Driver's License and reliable transportation to the worksite

WORK ENVIRONMENT: Due to the nature of the farm operation, either the Farm Manager or the Farm Operations and Sustainability Coordinator must complete the basic daily duties related to animal care in the event of your absence. The keeping of farm animals includes weekends and holidays. Work hours can have flexible start and end times provided work is being completed promptly and all needs of the farm and the well-being of the animals are being met. Attendance at occasional off-site GTRLC meetings, events, or activities will be requested.

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PHYSICAL FACTORS: Must be able to work physically outdoors daily, perform repetitive work (including stooping and bending) in inclement weather, and lift heavy and awkward objects to 50 lbs. Also must be comfortable working near large livestock up to 200lbs. Cattle and/or goats),

A background check is required for this position.