Farm Hand

Days End Farm Horse Rescue is a nonprofit organization whose mission is to ensure quality care and treatment of horses through intervention, education and outreach. DEFHR is a trusted and nationally recognized organization for transparency, sound financial management, effective administration, innovative educational programing and excellence in equine rehabilitative care.

Days End Farm Horse Rescue (DEFHR) is looking for a dedicated, semi-skilled Farm Hand to assist in the maintenance of a public facing, multi-facility, working farm. The Farm Hand will assist in the care of the animals by operating machinery and performing physical manual labor under the direct supervision of the Farm Operations Manager to ensure the day to day running of multiple facilities goes as smoothly as possible. Duties for the Farm Hand will include construction, maintenance, modifications, repair and landscaping activities throughout the main facility and a satellite facility to ensure a clean, safe and efficient working environment. Some animal care support will be needed and will include working with staff and volunteer teams to ensure the daily needs of all the horses and other animals under the organization’s care are met.

An ideal candidate would have strength and stamina, enjoy working outside in various weather conditions, have good technical skills, is a quick learner with good listening skills, have a practical mind with the ability to problem solve and use one’s own initiative as well as some knowledge of working with and around horses. Results based outcomes, but rewarding meaningful work.

**Purpose of Position:**
Under the direct supervision of the Farm Operations Manager, the Farm Hand is responsible for performing a variety of semi-skilled construction, maintenance, modifications and repair activities in assigned maintenance operations while maintaining a positive work environment and a facility that is clean, safe and professional. Further, work with staff and volunteer teams to ensure the daily needs (physical/mental health and safety) of all horses and farm animals under the organization’s care (those in critical/rehabilitative care, DEFHR’s program horses, and those waiting for adoption).

**Responsibilities:**

**Facility Care**
- Perform skilled and semi-skilled trade work in support of the maintenance and repair needs at multiple facilities such as fencing, electrical, plumbing and carpentry work.
- Maintenance of 2 public facing working farms and all areas encompassed in each facility such as shops, common areas, paddocks, storage sites and other out buildings to ensure that they are in clean, orderly and in working condition.
- Custodial tasks to include trash and recycling management, cleaning and stocking bathrooms, sweeping and mopping floors of indoor public spaces, ensuring spaces are prepared for next day events (tidying, dusting and moving furniture) and other custodial work as assigned.
- Improvement projects/ideas proposal submission and execution once approved by Farm Operations Manager.
- Maintain and repair a variety of hand and power tools and farm equipment to ensure they are in safe and in working order.
- Submit timely requests with budget estimates for equipment repair needs and project supply needs.
- Maintain farm grounds and landscape via mowing, dragging, seeding, trimming and snow removal.
- Perform farm related errands, supply runs, medical drop off/pick up, etc.
- Co-lead volunteers in basic work procedures and safe working practices.
- Keep farm vehicles in working condition, clean and orderly.
- Keep inventory records of DEHFR tools, supplies and farm equipment.
- Supply/donation/feed/etc. loading, off-loading and re-stocking.
- Event support. Oversee and execute event needs such as site preparations, set-up, tear down, cleaning and maintenance.
- Maintain cleanliness and safety of all facilities for seamless operation and positive appearance

**Animal Care**

- Under the direction of the equine health team assist as needed in the daily care management of horses and farm animals; to include feedings, stabling, stall mucking, watering, etc.
- Assist with triage during emergency situations.
- Handle animals in a safe, positive and compassionate manner.

**General Duties**

- Interact with the public in a friendly manner.
- Ensure open and positive communication between staff, interns, and volunteers by being friendly, giving positive feedback, and handling conflict/complaints properly.
- Ensure the safety and well-being of all volunteers, staff and animals
- Maintain positive morale
- Work additional hours as needed during rescues, emergencies, horses in critical condition, weather events, etc.
- Represent DEFHR in a professional manner in all situations and scenarios, on and off site.
- Other duties as assigned by Farm Operations Manager and Equine Health Manager
- Performs other duties as directed.

**Qualifications/training required:**

Basic mechanical knowledge and ability to assist with repairs required experience operating farm equipment such as tractors, skid steers, etc. required ability to perform basic preventative maintenance of equipment and repairs required

- Basic electric, plumbing and carpentry skills
- General vehicle and farm equipment maintenance and repairs
- Previous experience with equines including handling, management, care and husbandry a plus
- Ability to foster positive working relationships
- Willing to ensure completion of necessary tasks in the absence of volunteer staff
- Must be dependable and punctual
- Good communication, organization, and prioritization skills
- Must have own transportation and valid driver’s license
- Must have own housing

**Physical Activity Requirements:**

- Physical ability to perform manual, sometimes demanding, labor to include:
  - Walking, pushing, pulling, climbing, reaching, grasping, feeling, and lifting: Physical ability to perform manual, sometimes demanding, labor.
- Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
  - Must be willing and able to ensure the completion of necessary tasks and responsibilities in the absence of volunteer support.
• Close visual acuity to determine accuracy and thoroughness of work assigned. Needs to be able to make general observations and have visual acuity to operate motor vehicles and/or heavy equipment.
• Proficiency in the operation of farm machinery such as tractors, skid steers, lawn equipment, etc.
• Ability to drive a truck with trailer and/or flatbed.
• Ability to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
• Strong talking skills to convey detailed or important spoken instructions.
• Ability to hear/listen and comprehend the receipt of detailed complex information through oral communications and must have the ability to convey detailed and/or important spoken instructions to other workers accurately, loudly, or quickly.
• Pass a background check

Working Conditions:
• Performance of duties to occur inside and outside.
• Working in temperatures below 32 degrees or above 100 degrees or in inclement weather for periods of more than one hour. Other environmental conditions, such as wind and humidity, should be given consideration.
• Work environment is subject to sufficient noise to cause one to shout in order to be heard above ambient noise level. Subject to hazards such as proximity to moving mechanical parts, moving vehicles, electrical current, and water lines.

Time Required:
Full Time, 40 hours weekly, 8am-5pm with 1 hour lunch (includes one weekend day and four weekdays). Present during emergency situations as needed and support of all on-site and major off-site events (set-up and tear-down included), overtime with approval.

Training Required:
Training programs that apply to position or enhance job performance are available upon approval and some may be required.

Hired by:
Farm Operations Manager

Managed by:
Farm Operations Manager

Supervised by:
Farm Operations Manager, Equine Health Manager, Equine Programs Director

Scope of Authority:
Volunteers, community service workers.

Working Relationships:
All staff, interns, volunteers, community service workers, public visitors.

Available Resources:
All items required for appropriate maintenance of facility and care of animals.

Salary:
Hourly salary is based on experience and qualifications with benefits.
Employment with Days End Farm Horse Rescue is based on mutual consent, both the employee and Days End Farm Horse Rescue have the right to terminate employment at will, with or without cause, at any time.

Starting Wage:
$11.00 - $12.00 per hour based on experience and qualifications with review after 90 days. Subsequent salary increases are determined upon review and based on merit and budget capacity.

Benefits:
As stated in personnel policies - following a 90-day review, individual health and dental insurance, 401k saving plan, 1 week paid vacation, 1 week paid sick leave and 3 chosen holidays (as approved by manager) are available (vacation may not be taken during week or day of a major fundraiser). Vacation and sick leave increases annually based on tenure. On-the-job training.

Evaluations:
- Must pass a background check within first 90 days.
- Review after first 90 days and annually thereafter by the Farm Operations Manager. Evaluation is based on performance of job responsibilities, availability, adherence to policy, behavior pattern, creativity, dependability, independence, initiative, interpersonal relationships, knowledge of job, productivity, and quality and quantity of work accomplished.

Policies and Procedures:
11/8/06 – Policies and procedures manual

To Inquire About Position
Send resume and cover letter to programs@defhr.org

References:
Upon request

I acknowledge that I have received this job description and understand it is flexible and subject to change. Should I have any outstanding monies due Days End, I acknowledge these may be taken from my last paycheck. Furthermore, I acknowledge I have received my employee handbook.

__________________________________            ______________________________________
Employee / Date                                    Farm Operations Manager / Date