
JOB DESCRIPTION

Title: Vineyard Operations Manager

Reports to: Owner

Location: Healdsburg, CA

Summary:

Responsible for the daily supervision of multiple operational vineyards, including budgeting responsibility and determining the most effective use of personnel and equipment in order to meet quality standards.

Duties:

- Supervises vineyard personnel.
- Direct and schedule overall daily activities of personnel and equipment including: irrigation, fertilization, tractor activities, spraying and harvesting.
- Conduct necessary meetings in order to effectively communicate work priorities to vineyard personnel.
- Visit vineyards routinely to oversee progress and quality of work performed by vineyard personnel.
- Complete weekly reports to owners for equipment and personnel usage.
- Keep owners abreast of vineyard activities on a daily basis.
- Interface with Human Resources to assist in planning and scheduling training (i.e.: safety, etc.)
- Review spray/irrigation programs with Vit Dept. in order to make final decisions.
- Oversee and review adherence to budgets.
- Oversee pricing and delivery of materials for: spray programs, fertilizers, stake & wire, and equipment.
- Work closely with vendors and external organizations such as: pump and irrigation companies, Ag Commissioners Office and VESCO.
- Work closely with owner to schedule grape deliveries to wineries during harvest.
- Attend industry functions and events such as wine tastings, association meetings etc.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Skills:

- Someone who approaches their job with an ownership mentality with the ability to see the big picture and forecast future needs.
- Excellent oral and written communications skills and the ability to communicate with different personalities.
- Ability to work in a fast paced environment.
- Good computer skills with the ability to develop spreadsheets using Excel.

Qualifications:

- 8-10 yrs experience – Vineyard Management
- Degree in Viticulture and/or Ag Business preferred
- Bilingual – Spanish a plus
- PCA License preferred

Salary: Competitive salary D.O.E. plus benefits.

Contact: Jeff Oliver

559-434-8500

Jeff@OliverSC.com