



SHANNON RANCH

Job title	<i>Vineyard Manager</i>
Salary Range	DOE

Job purpose

The Vineyard Manager works closely with the Director of Vineyard Operations to manage the day-to-day operations in multiple operational vineyards located throughout Lake County. This includes budgeting responsibility and determining the most effective and efficient use of personnel and equipment in order to meet quality standards. Will provide constant and efficient communication with the Director of Vineyard operations to provide updates. He/she will lead by example and will work hard to ensure that all vineyard operations run smoothly and efficiently, understanding the importance of safety, leadership, teamwork and respect.

Duties and responsibilities

- Assists with designs and oversees field implementation of viticultural and development plans.
- Assists with implementation of procedures and technologies focused on optimizing efficiency, controlling costs and maximizing quality production.
- Assists in the preparation and monitoring of vineyard operating budgets.
- Manages trainings for the company's AgCode vineyard management software system.
- Directs and schedules overall daily activities of personnel and equipment including:
 - Irrigation
 - Fertilization
 - Tractor activities
 - Spraying
 - Harvesting
- Visits vineyards daily to oversee progress, quality and cost of work being performed by vineyard personnel.
- Irrigation records.
- Vineyard data collection and input, i.e. cluster counts, bud counts, shoot counts, sugar samples.
- Maintaining historic data base and crop estimates for all individual vineyards and blocks.
- Assisting with harvest and post-harvest reports.
- Enforces the company's Injury & Illness Prevention Program.
- Interfaces with Human Resources to assist with hiring, counseling, safety issues and trainings.
- Monitors safety practices and regulatory compliance.
- Works with Director of Vineyard Operations and staff to research equipment and technologies to improve or enhance farming operations.
- Represents company in winery, industry, civic and governmental organizations, functions and groups.
- Attends seminars, classes and other activities as necessary for professional development.

Qualifications

Education/Experience

- High School Diploma
- CA Driver's License with clean DMV record
- Viticultural background
- QAL license preferred

Knowledge, skills, and abilities

- Fluent in English
- Bilingual in Spanish, preferred
- AgCode software experience a plus
- Proficiency in the use of computer programs for:
 - Word Processing
 - Databases
 - Spreadsheets
 - E-mail
 - Internet

Personal characteristics

- Detail oriented and well organized. Self-starter, ability to self-manage and set priorities.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Team oriented.
- Enjoys working outdoors.
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Strong organizational, problem-solving, and analytical skills along with the ability to manage multiple priorities.

Working conditions

This is an exempt, salary, year-round, full-time position, usually 6 days a week (Monday – Saturday) ten (10) hours a day with a 30-minute lunch. There may be times when there will be longer or shorter days/weeks. Schedule is very dependent on the time of year and demands of our clients. Exposure to outdoor elements; daytime temperatures can range from freezing to high heat. Night and early morning hours necessary during harvest season with exposure to low temperatures and wind.

Physical requirements

Good vision, hearing, reasonable noise tolerance, ability to work in a fast-paced environment and under pressure, repetitive stooping and bending, good finger dexterity, firm hand grip, occasional arm and shoulder movement, above and below head, repetitive use of wrist and hands, occasional pulling, pushing and reaching, ability to lift and carry up to 50 lbs., prolonged sitting.

Direct reports

This position reports to the Director of Vineyard Operations.

Approved by:	<i>Bruce Merrilees, Director of Vineyard Operations</i>
Date approved:	<i>05/30/2018</i>
Reviewed:	

Acknowledgement

I have read and understand the duties and responsibilities of this position and accept them. The primary function of this position is clear to me and I understand its importance to the overall success of the company. I have read the essential position functions and can perform them:

- With reasonable accommodation(s) *(please provide details)*
- Without accommodation(s)

Employee Signature

Date

Print Name