

JOB DESCRIPTION

Employer: Grindle Slough Farms
Job Title: Property Manager
Location: Colt, Arkansas
Reports To: Kristy Godley-Sineath

Supervisory Position: Yes
FLSA Status: Exempt
Position Type: Full Time
Housing Provided: Yes

PROPERTY SUMMARY

Grindle Slough encompasses 1350 acres along the L'anguille River. This property has outstanding natural habitat that promotes a high degree of wintering waterfowl. We are engaged in land management practices that promote both conservation and excellent hunting conditions. Management areas include waterfowl impoundments and levees and uplands fields for wildlife management including dove and deer. The farm is used primarily by the owners and his family or guests during waterfowl season.

ACCOMODATIONS

Housing is provided and the manager is required to live on the property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Grindle Slough is seeking a Property Manager who is passionate and experienced in applying innovative wildlife management principles and practices with an awareness for conservation. The Property Manager will help to increase desired game populations, promote biodiversity, enrich soils, improve watersheds, and enhance whole ecosystem while maintaining a superior guest services operation. This is a working manager position where primary duties include managing waterfowl habitat including flooded timber, moist-soil units, and row-crop production. The role blends wetland management, agriculture, equipment operation, and guest services to support exceptional waterfowl and recreational game habitat.

As a Property Manager, the job responsibilities include, but are not limited to the following:

- Manage Grindle Slough facilities, infrastructure, and equipment. Coordinate and lead all property operations and activities.
- Manage flooded timber, moist-soil, and row-crop habitats for optimal waterfowl use. This may include high-yield corn, rice, soybeans and millet for wildlife feed.
- Perform planting, fertilizing, irrigation, spraying, and harvest operations.
- Operate pumps, levees, risers, and water control structures.
- Apply herbicides and pesticides safely and maintain accurate records.
- Operate and maintain tractors, sprayers, combines, ATVs/UTVs, and boats.
- Prepare blinds, decoys, access routes, and hunting units for guests.
- Maintain logs: crop inputs, spraying, pump hours, water levels, habitat conditions.
- Manage any employees and seasonal guides to result in smooth operations.
- Handle the analysis of property operations, strategic planning, and ecological stewardship.
- Work with the General Manager to develop and adhere to a yearly budget.
- Maintain accurate inventory and hunting logs.
- Assist the General Manager's office with administrative tasks that include accounts payable, expense reports, and other organizational tasks.

- Handle the negotiating and oversight of independent contractors and contractor agreements.
- Serve as the lead representative of Grindle Slough for community, neighbor, county, and state issues.
- Coordinate guest visits with the General Manager and Owner.
- Additional duties, projects, or assignments as needed.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities. The Property Manager supervises 1 full-time employee.

COMPETENCIES AND CHARACTERISTICS

Core Competencies:

- Dynamic Leadership
- Financial Oversight
- Initiative/Adaptability
- Creative Thinker
- Excellent Communicator
- Strong Organizational Skills

Specific Skills/Abilities:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; works well alone.
- Project Management - Coordinates projects; communicates changes and progress; meets deadlines; capable of handling multiple tasks simultaneously.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.
- Decision Making - Able to analyze challenges and opportunities and make sound recommendations and decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Communication – Effectively communicates through verbal, written, and electronic forms.
- Professionalism - Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments; Represents Grindle Slough in a professional and respectful manner.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Wears appropriate PPE.
- Time Management – Able to work independently at a remote location with minimal supervision, assistance, or resources.
- Wildlife Management - Exceptional understanding of waterfowl management and farming practices and general wildlife management practices.
- Firearm Safety - Able to safely operate firearms including shotguns, rifles, and handguns and to assist others in the safe of operations of the same (if applicable, must have Hunter Safety

Education course.

- Canine Management – Knowledge of waterfowl dog/gun practices, experience with dog training.
- Equipment Operations - Able to safely operate and ride ATVs/UTVs and heavy equipment for property operations.
- Guest Services - Knowledge of guest service operations including, but not limited to, home and building upkeep, requirements for appropriate guest preparations and understanding of kitchen and household needs.
- Office Administration – Possesses sound understanding of general office administrative work including experience with Accounts Payabl

EDUCATION AND/OR EXPERIENCE

3+ years' experience with waterfowl management, row-crop farming, habitat management, or wetlands operations is required; Arkansas flooded timber/GTR management experiences is preferred. Ability to operate and maintain farm machinery and water systems is required as well as mechanical proficiency with diesel engines, pumps and equipment. Herbicide application experience (or ability to become licensed) is required. Firearms experience is required. Waterfowl guide experience is required. Supervisory experience preferred. 2 years' experience in guest services is required. Must have the ability to effectively utilize Microsoft Office Suite of programs, including Excel, Word, PowerPoint and Outlook, as well as other Company-required software; training can be provided. Must be willing to work long hours during planting, harvest, and hunting seasons.

LANGUAGE SKILLS

Candidate must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Candidate must have the ability to write routine reports and correspondence. Candidate must have the ability to work GPS and read maps.

MATHEMATICAL SKILLS

Candidate must have the ability to use Microsoft Excel to prepare budgets, graphs, and tables. Ability to add and subtract 7-digit numbers and to multiply and divide with 10's and 100's. Candidate must have the ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Candidate must have the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires operation of a vehicle, and candidate must possess a valid Driver's License or be able to obtain one within 30 days of employment. The candidate's driving record must meet the standards and requirements of the insurance carrier. The position requires Wilderness First Aid certification within 6 months of hire.

OTHER QUALIFICATIONS

- The employee must adhere to Company policies and procedures, which are included in the Company's Employee Handbook.

- The employee must present documentation establishing both identity and employment authorization within three (3) days of hire pursuant to federal law.
- The candidate may be subject to undergo a pre-employment drug test, (after offer is given but before applicant has commenced work.
- The Company operates as a drug free/smoke free workplace. Smoking is not allowed on the property, including but not limited to: Company property, Company housing, Company vehicles, Company equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, dig with various tools, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee may be required to drive an ATV, UTV or heavy equipment. The employee is occasionally required to sit. The employee may regularly lift and /or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to perform physical labor for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; outside weather conditions; extreme cold and extreme heat. The employee is sometimes exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, fire and smoke. The noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee must be alert and aware of dangers that are present while working. The position sometimes requires work in remote areas. A cell phone is provided for communications. The position will sometimes require work on nights, weekends, and holidays. This position will sometimes require work above eight hours in a workday.

In accordance with applicable law, the Company will reasonably accommodate any disabled individual who requests an accommodation that will allow him/her to perform the essential job duties or functions of his/her position. Accommodation inquiries must be made to the General Manager for consideration.

Grindle Slough Farms is an Equal Opportunity Employer and a Smoke Free/Drug-Free Workplace.

Interested Candidates may send a resume to Kristy Godley Sineath at grindlesloughark@gmail.com