

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position within 10 working days by submitting a complete application and resume reflecting the ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to cbrown@sctribe.com or clewis@sctribe.com.

Posted 1/23/2024. Position Closes 2/6/2024.

Position Title: Agricultural Land Foreman

Department: Land Management and Development/ Flint Fire Cattle Company

Immediate Supervisor: Executive Director

Position Supervised: Ranch Hand

General Statement of the Responsibility: Under the general supervision of the Executive Director the Agricultural Land Foreman is responsible for the daily planning, organization, supervision, and administration of activities on farm estates. Will ensure that machinery and structures that house animals are maintained, as well as purchase feed, equipment, and supplies. Must also ensure that all animals are being raised to meet market standards and applicable regulations.

Specific Areas of Responsibility:

1. Responsible for the forward planning of the activities on farm estates, making policy decisions, budget formulation, implementation, and maintaining accurate financial records.
2. Organizing sales and purchases of livestock, farm equipment, crops, and agricultural products.
3. Handling paperwork and keeping administrative records. Recruiting, training/instructing and supervising farm workers making sure that work progresses satisfactorily.
4. Ensuring compliance with government regulations and health and safety standards. Keeping up-to-date knowledge of pests and diseases.
5. Ensuring that the farm is profitable and meets projected financial targets. Organizing maintenance/repair of farm property, equipment, and machinery. Advertising and marketing farm products or the work of the farmer.
6. Performs task general farm duties as assigned by fixing fence, mowing, and baling hay, cutting trees, planting forage crops as directed, applying fertilizer or chemicals as directed.
7. Provides general care to livestock by feeding, providing directed health care, and assisting with breeding, calving, and selling animals.
8. Examine animals to detect illness, injury, or disease, and to check physical characteristics, such as rate of weight gain.
9. Provides medical treatment, such as administering medications and vaccinations, or arranging for veterinarians to provide more extensive treatment.
10. Mark livestock for ownership and grade, using brands, tags, paint or tattoos.
11. Safely operates various types of farm equipment.
12. Performs regular and directed field maintenance.
13. Ensures that farm machinery, equipment and tools are operational by performing routine and preventive maintenance and repairs within demonstrated capability.
14. Maintains a positive image by fostering good relationships with the surrounding community.
15. Contributes to overall success of the Flint Fire Cattle Company by performing other essential duties and responsibilities as assigned and may be assigned to other departments should the need arise.

Qualifications and Requirements:

- High school diploma or GED required. At least a foundation degree/HND in an agricultural, horticultural, land or animal related subject preferred.
- Minimum five years of experience working on a farm or ranch and performing work such as caring for livestock, fixing fences, cutting trees, mowing, and baling hay, etc. Experience in operating and maintaining farm equipment, such as tractors, mowers, chain saws, etc. is required.
- Must be able to read English language sufficiently to understand written directions for proper mixture, use and disposal/storage

of chemicals, fertilizers, and similar products used in agricultural work.

- Skill in the proper operation and maintenance of farm machinery, tractors, tools, and agricultural equipment required.
- Skill in the use of an arc welder and cutting torch is preferred.
- The ability to develop knowledge of respect for and skills to engage with those of other cultures or background is required.
- Basic computer and software applications competency. (Excel, Word, Outlook, etc.)
- Understanding and appreciation for wildlife management, grazing systems and vegetation modification through mechanical, chemical, and prescribed fire principles.
- Strong work ethic, passion for agricultural systems and willingness to put forth exemplary effort while performing duties.
- Ability to work with people, good communication skills, and service attitude.
- Good record-keeping skills.
- Valid driver's license is required.
- Must be able to pass the required background check and drug screening.

PHYSICAL REQUIREMENTS:

Requires the ability to lift and transport agricultural supplies and equipment weighing up to 100 pounds on occasional basis; prolonged walking and standing; frequent bending, stooping, kneeling, and reaching daily. Requires a full range of physical motion in order to operate manual, electrically-powered and diesel – or gasoline powered farm machinery, tools and equipment. Must be able to move throughout the assigned area.

WORK ENVIRONMENT:

Requires the ability to work out-of-doors, year around, in all types of weather.

Tribal/Indian preference will be observed in the filling of this position.