

## POSITION DESCRIPTION

### POSITION TITLE: Farm Hand/Apprentice

#### 1 ORGANISATIONAL RELATIONSHIPS

**Reports to:** Andrew Powell

**Supervises:** Relief Staff

#### 2 POSITION SUMMARY

This position entails the major responsibilities below. In the interests of providing variety some input into other aspects of the farm operations have been included in the detailed description below.

#### 3 MAJOR RESPONSIBILITIES

- Duties associated with Milk Harvesting
- Shifting and feeding out to livestock as required.
- Duties associated with animal husbandry program.
- Completion of plant and dairy maintenance

#### 4 DUTIES

##### *Milk Harvesting*

- Collect cows from paddock to the dairy using machinery supplied and operate it within the farm guidelines. Set up tracks and gates for next grazing. Bring cows from yard to milking shed according to farm procedure.
- Check and start the milking system, milk cooling, refrigeration, washing and feed system. Cup up cows after attending to appropriate udder hygiene.
- Remove cups from cows following the standard operating procedures (SOP). Prepare and apply teat disinfectant for use according to SOP. Oversee the movement of cows from the dairy.
- Identify cows with clinical mastitis, teat damage, lameness and other illnesses. Follow protocols for the treatment and recording of the condition.
- At the completion of milking, follow the procedures for plant cleaning and the shut down process. Prepare the dairy in readiness for the next milking according to the set guidelines.
- Identify and correct problems in the machine function and operation as they arise. Identify and correct unsafe and unacceptable milking practices. Help to train others in correct milk harvesting technique.

*Animal Husbandry*

- Identify and treat common ailments of cattle including reproductive disorders, downer cows and lameness. Assist veterinarian when required. Record all treatments to meet quality assurance requirements and farm policy. Follow farm guidelines for storage of appropriate levels of veterinary and animal husbandry supplies.
- Assist in the feeding program for springing cows. Regularly observe, attend to animal health needs and assist calving cows.
- Identify and record newborn calves, ensure adequate colostrum collection and calf intake and adhere to farm procedures for newborn calf management. Assist to organise preparation and sale of bobby calves.
- Assist to prepare and deliver milk and concentrates to reared calves.
- Observe and treat calves requiring medication.
- Deliver predetermined ration to replacement heifers.
- Select cows for AI. If holding an AI certificate thaw and inseminate. Mark inseminated cows and keep insemination records. Apply heat detection aids, identify, record, mark and draft cows on heat, segregate and prepare for insemination.
- Dry off cows, apply dry cow according to approved protocol. Mark and manage cows at dry off. Observe withholds
- Participate in cattle mustering, drafting, transport and application of herd ID program. Adhere to farm policy on handling and welfare of stock.

*Feed Management and Delivery*

- Allocate predetermined area with the farm measurement apps.
- Communicate pre and post grazing levels in dry matter of pasture to management.
- Load and feed out conserved fodder using farm machinery either in paddock or calving pad, hay feeders or troughs.
- Set up, operate and monitor concentrate feed delivery equipment at dairy. Oversee the processing of concentrates to deliver the prescribed ration. Monitor stored feed inventory and report when new deliveries required.
- Implement predetermined procedures for the delivery of the selected quantity of fodder crops to the herd.
- Implement plan for the sourcing and reticulation of water to stock to meet their requirements.
- Ensure constant water supply to stock in paddocks and dairy.

*Pasture Production*

- Assist with forage conservation procedures in line with farm SOPs.
- Assist to implement the collection, storage and distribution of effluent on the farm to meet EPA guidelines.

*Plant Equipment and Infrastructure Maintenance*

- Completion of weekly plant and dairy check
- Report faults in farm vehicles and machinery. Assist with servicing of machinery in line with maintenance program for farm vehicles, equipment and implements.
- Implement maintenance program for farm buildings including shedding, dairy and dwellings.
- Maintain and develop paddock infrastructure including fencing, water reticulation, laneways, drainage and shelter belts. Maintain and develop stock handling facilities, shedding and feeding areas.
- Implement the dairy maintenance schedule including replacement of rubber ware, routine machine testing and maintenance of equipment in the dairy.

*Administration*

- Communicating ways to improving the culture of Warraboon farms.
- Have input into the allocation of daily jobs at toolbox meetings.
- Communicating the next day's jobs/paddock numbers to rostered staff.
- Update spreadsheets for livestock records on a daily basis/as required.
- Have full understanding of OH & S protocols of the farm. Have input into ongoing review of protocols.
- Implement OH & S procedures at all times and communicate any breaches.

**5 SKILLS AND EXPERIENCE (person specification)**

*Skills and knowledge*

- Basic computer skills – training for electronic identification system will be provided.
- Understanding of Excel and Google sheets
- Milk harvesting skills
- Cattle handling skills.

*Training and qualifications*

- Manual Drivers Licence
- Cups on Cups off course
- Front end loaders certificate – can be obtained after employment starts.
- Chemical Users Certificate – can be obtained after employment starts.
- AI ticket – can be obtained after employment starts.

*Work Experience*

- Previous experience in dairy operations.
- Cattle handling.

## 6 PERSONAL COMPETENCY

### *Acceptance of direction*

- Acceptance of direction and code of behaviour within the business.

### *Accuracy and eye for detail*

- Demonstration of a concern for accuracy.
- Attention to all requirements of a task and implementation of checking and follow-up.

### *Punctuality*

- Ability to be punctual on a regular basis and appropriate communication in the event of being delayed

### *Prioritising skills*

- Identification of the important operational requirements of the farming enterprise. Implementation of priority tasks within the resource capabilities available.

### *Confidence*

- A quality of self-reliance and confidence.

### *Empathy*

- The ability to perceive and understand the feelings of others.

### *Flexibility to cope with change*

- Demonstration of the ability to instigate, support and cope with change.

### *Handling pressure and stress*

- The ability to continue to perform well under pressure or in stressful circumstances.

### *Initiative*

- An ability to take action when enterprise is required.
- Actively seeks out opportunities to make extra contributions to benefit the business.

### *Interpersonal skills*

- The ability to interact appropriately and successfully with people of all different types and at different levels.

### *Listening skills*

- The ability to give close attention to someone, follow instruction and involve in discussion.

*Teamwork*

- The ability to work with other people towards a common goal.
- To establish effective collaborative relationships with other people in the business.

*Work ethic*

- The commitment to work within the boundaries of what is a reasonable industry expectation.

*Communication*

- Ability to communicate clearly and effectively via phone, sms, or two way radio interpersonally or by email, present ideas and to document activities.
- To keep all stakeholders up to date.

**Declaration**

I have read and understand the position description and can commit to the principals of this document

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Employer signature \_\_\_\_\_ Date \_\_\_\_\_