



## **JOB DESCRIPTION**

**Job Title:** South Bend Farm Manager

**Current Pay Range:** \$45,000 to \$65,000

**Accountability:** Intertidal Division Manager

Taylor Shellfish Farms is one of the largest producers of farmed shellfish in North America. The company is quickly growing in sustainable shellfish farming with new techniques and innovative growing methods.

### **POSITION DESCRIPTION**

This manager position is an on the ground manager. Attendance on the tide is required, be it day or night. Organizing and coordinating all people and activities that occur on the described farm will be required in this position. More specific duties include the following:

### **MAJOR AREAS OF RESPONSIBILITY**

- Seeding - forecasting seed needs, preparing the ground and spreading and monitoring survival of seed.
- Farming the crop - predator control or protection, graveling, transplanting, and thinning.
- Harvesting the crop - projecting the harvest, and then harvesting in a systematic manner.
- Records – keeping farm data from seeding to harvest and maintaining up to date Maintenance, HR, ECOP (environmental codes of practice) & Safety records.
- Coordinating - working with other managers to coordinate crews and equipment to maximize company efficiency.
- Safety, rules, and policies educate and enforce company rules, policies and safety procedures for crew members.
- Education - participate in meetings within the company and outside of the company will be required. These range from inner company planning meetings to industry seminars and meetings.
- Budgeting - developing a farm budget, and being responsible for it.
- Equipment - responsible for the maintenance and repair of assigned equipment to this farm.
- Communication –maintain strong communication with crews, management, maintenance and HR/Safety.
- Educating crews on the company's ECOP (environmental codes of practice).
- Manage all Human Resource paperwork and trainings for your crew members.



- Work with upper management to develop long range plans for the farm.
- Maintain positive work environment and company morale.
- Participate in company events, as needed.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- College Degree preferred
- 3+ years of aquaculture or farming experience preferred
- General knowledge of Puget Sound or Coastal aquaculture
- Team and Individual leadership skills. Demonstrated ability to lead and motivate a crew of 5-15 individuals.
- Well organized, detail oriented and strong planning skills
- Strong communication skills (both verbal and written)
- Ability to work independently, at times with little direction
- Strong and sound decision making skills
- Proficiency in: Microsoft Office – Word, Excel, Outlook
- Strong technology understanding: ability to learn and work with both mobile and computer technologies.
- Experience Driving forklift, Diving, Shellfish Farming, CDL, Boat operating, etc. preferred.
- Regular, reliable, predictable attendance
- Ability to work outdoors in ALL weather conditions
- 30 – 50 hours per work week. Time of day is variable with the tides, and often includes full or partial weekends

#### **JOB & SAFETY REQUIREMENTS**

- Safety training required
- Pass training relevant to farm operations (forklift, dive, boat operator certification, CDL, etc.)
- Must have Wash. State boaters card and valid driver's license with clean driving record to qualify for company insurance policy
- 21 years or older

#### **PHYSICAL DEMANDS**

- Ability to sit, stand and/or walk on uneven terrain up to 8 hours per day.
- The employee may be required to stoop, bend, kneel, twist, and squat 30 percent of the time



- The employee needs to be able to lift up to 50 lbs. (Regularly required to exert up to 20lbs or force, frequently required to exert up to 50 lbs. of force, occasionally required to exert up to 125 lbs. of force).
- The vision requirements include: close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to speak and hear well enough to communicate with co-workers, supervisors and managers.
- Must be able to use hands for repetitive simple grasping, pushing, pulling and fine manipulation.
- Must have agility and balance to safely climb on machines, boats, etc.
- Ability to drive approximately two hours per day to multiple locations.

## **BENEFITS**

Here at Taylor Shellfish we offer health insurance for the employee and their family with incredibly low premium costs and annual deductibles. We offer dental, vision, plus an excellent 401K program with 100% match up to 5% of the employee's gross income. We also offer paid time off, which starts to accrue immediately and gives you a whole week of paid time off in the first year (dependent on hours worked), plus 6 paid holidays a year. Additional benefits include amazing company discounts, paid training through the company, a tuition reimbursement program and options for a flex spending and dependent care account.

**Please submit cover letter and resume to Courtney Hansen at [courtneyh@taylorshellfish.com](mailto:courtneyh@taylorshellfish.com) or send to the Taylor Shellfish Headquarters, Attention Courtney Hansen.**