

## **Ranch Hand, Pine Meadow Ranch**

### **The Roundhouse Foundation**

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**Title:** Ranch Hand (Temporary)  
**Status:** Part-time, hourly, non-exempt  
**Hours:** 16-20 hours/week, schedule assigned monthly  
**Reports to:** Project Director

#### **About the Foundation**

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education.

The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

#### **Position Overview**

The Ranch Hand reports directly to the Project Director. If the Project Director is not available, the ranch hand reports to the supervising Trustee and Operations Manager. The Hand performs work related to the day to day operations and maintenance of Pine Meadow Ranch. The Ranch Hand is responsible for maintaining a safe, clean environment for the entire property, including buildings, homes, barns, greenhouse and other Ranch and Foundation structures.

#### **Duties**

- Assist with the maintenance, repair and cleaning of all properties located at Pine Meadow Ranch.
- Help with operation and maintenance of all irrigation equipment to include pumps, pivots, wheel lines, hand lines, big guns and individual irrigation lines and systems throughout the property.
- Assist with the pickup and disposal of all debris, litter and clutter left on grounds and in and around buildings.
- Assist with the collection and disposal of leaves, rubbish and excess plant material from the facilities.
- Assist with the care of trees, shrubs, lawn, flower beds and gardens by watering, pruning and fertilizing.

- Move gravel, dirt and manure as required.
- Fence repair as needed.
- Mowing of grass as needed.
- Operate and maintain tools and equipment in an acceptable manner as directed by the Supervisor.
- Swimming pool maintenance and winterization.
- Drag pastures when needed.
- Cut firewood when needed.
- Report any building, equipment, or property damage to supervisor.
- Assist with inspection, repairs and operation of all irrigation equipment.
- Help with the cow operation as needed.
- Maintain vehicles, equipment and tools in safe operating condition.
- Additional duties as assigned.

### **Minimum Qualifications**

- Ability to follow direction and prioritize tasks;
- Dependable and punctual, available to work when needed;
- Self-motivated and able to work independently;
- Hands-on team player;
- Interested and willing to learn about the integration of arts and farming/agricultural practices;
- Committed to responsible land stewardship;
- People-oriented, makes visitors feel welcome; and
- Trustworthy, reliable, and honest.

### **Desired Qualifications**

- AA degree or 2-3 experience working in facilities, ranching, and/or farming;
- Familiarity with construction, metal-working, carpentry trades, and/or livestock management/production agriculture.

### **Compensation**

Hourly rate of \$13-16, commensurate with experience. No benefits are associated with this position.

### **Working Conditions**

- Outside including exposure to varying temperatures and conditions
- Exposure to agricultural chemicals
- Ability to lift 50+ pounds
- Physical activity of all kinds on a daily basis

**Equipment Used**

*Including but not limited to:* Tractor; Four wheeler; Mower; Hand tools; Chainsaw; Log splitter; Edger; and/or Sprayer.

**Background check**

Employment is contingent upon successful completion of a background and driving record check.

**Mandatory drug testing**

Employees in safety-sensitive positions, including those driving ranch trucks or operating machinery, are subject to drug and alcohol testing as a precondition of employment. After hire, employees are subject to drug and alcohol testing; testing is conducted without notice to randomly selected employees.

**Nondiscrimination statement**

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.