

Kwahn Corporation

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Jerrilyn Spencer	Sophia Villarruel	Angela Wilson	Benito Gomez	Michael Avelar	Chris Orozco
Chairperson	Secretary	Board Member	Vice-Chairperson	Treasurer	Board Member

Position Title: Buffalo Herdsman

Department: TBD

Reports To: Executive Director

Status: Part Time

Pay: Grade 3

Range: \$17.64/hourly - \$22.93

Classification: Non-exempt

Summary:

The Buffalo Herdsman is responsible for the overall care and management of the Pit River Tribe's bison herd. This includes routine feeding and watering, monitoring the health and well-being of the animals, administering necessary medical treatments, and ensuring the herd's habitat is maintained.

Essential Duties and Responsibilities:

1. Daily feeding and watering of the bison, and ensures feeding inventory is always maintained.
2. Monitors the health of the bison and notes any behavioral changes, reporting to the executive director as needed.
3. Treats minor injuries or illnesses as they occur, and contacts a veterinarian as needed.
4. Coordinates with a veterinarian to administer vaccinations on an annual basis and works closely with the veterinarian during examinations.
5. Maintains comprehensive health and production records.
6. Monitors enclosures and makes repairs as needed.
7. Maintains equipment on a regular basis, ensuring equipment is operational and functioning properly. Keeps monthly maintenance logs.
8. Responsible for the inventory of equipment and supplies for the program. This inventory record must be provided to the Kwahn Administration office for documentation.
9. Rotates the bison fields as needed, taking into consideration time of rut, time of calving, social groups of the animals involved, areas of the pastures preferred during different times of the year, and other herd behaviors.
10. Assists with calving as needed.
11. Completes work orders within timeframes and keeps daily task list updated as needed.
12. Performs all duties in accordance with established safety policies and procedures.

Knowledge and Skills Requirements:

1. Knowledge of materials, methods, and heavy equipment involved in the maintenance of large undomesticated

- animals and land. Basic knowledge of animal science and care.
2. Knowledge of occupational safety, policies, and procedures, when engaging with hazardous materials and large unpredictable animals.
 3. Basic knowledge of farming equipment and tools/supplies. Basic knowledge of mathematics and simple formulas. Basic knowledge of chemicals.
 4. Knowledge of bison behavior and management, including knowledge of hair, metabolism, life span, rutting season, grazing characteristics, bison behavior, herd instincts, self-preservation, pecking order, personality characteristics of bison, herd management decisions, dehorn or not to dehorn decisions, weaning and creep feeding.
 5. Must be available to work an assigned schedule and be available as needed to work a flexible schedule to meet the demands of the position, which may include nights, weekends, holidays, and overtime.
 6. Must have the ability to work effectively with Native American people in a culturally diverse environment.
 7. Must have good time management skills and be able to work under stressful conditions.
 8. The ability to establish and maintain good working relationships with the public, employees, and agencies is required.
 9. Must possess strong verbal and written communication skills, including the ability to follow written and oral instructions, as this position works with businesses, and a variety of state, county, federal, and tribal entities.
 10. Must possess a California driver's license, a good driving record, and be insurable by the Kwahn insurance carrier.
 11. Must be able to pass a pre-employment physical examination clearance.

PHYSICAL DEMANDS:

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand, walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to lift bales of hay on and off a truck, stack it and be able to carry a bale for feeding; bales can be anywhere from 40-100 lbs depending on size and shape.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., working at great heights, under extreme outdoor weather conditions, outdoors with chemicals, fumes, fire, insects, reptiles, poisonous plants, etc. May be subject to possible physical attack (livestock), or similar situations where conditions cannot be controlled. Being around moving machinery, driving automotive equipment, exposure to dust, fumes and gases and marked changes in temperature. Must work well with limited supervision both independently and as a team.

Indian Preference: Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Statement: *The Pit River Tribe's Kwahn Corporation is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship,*

ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs, and socioeconomic need. It always requires the ability, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and good judgment in handling sensitive issues.

Other duties as assigned: The Kwahn Corporation position description is a management tool to help organize duties and provide employees with the employer's expectations regarding the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Job Description Approved: _____ Date: _____
Chairperson, Board of Directors