



## Job Description

Job Title: Barn Manager  
FLSA Status: Non-Exempt  
Grade: 4  
Department: Athletics  
Reports to: Athletic Director

## Job Summary

This position is responsible for overseeing the daily operations and management of the Gillette Community College District (GCCD) Rodeo/Agriculture Complex. This includes supervising the care, feeding, and maintenance of practice livestock, as well as coordinating and facilitating the smooth functioning of rodeo events and practices. The role requires a strong background in livestock management and equipment use, excellent organizational and communication skills, and the ability to work both independently and collaboratively within a team environment.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Oversee the general day-to-day maintenance and functionality of the barn, ensuring a safe and functional environment for students, faculty, and staff.
- Oversee care of livestock on grounds including feeding, checking water, maintaining water heaters, cleaning pens, fencing, and maintaining hot wire fencing.
- Tend to arena ground maintenance daily including working the ground with a tractor and drag, as well as weekly watering using a watering system.
- Facility upkeep including keeping trash picked up, plowing snow, ice removal, sweeping concrete, checking bathroom supply levels, and manure pickup occasionally.
- Assist in grounds maintenance within pasture lines and corrals.
- Develop and implement protocols and procedures for efficient operations, including arena maintenance, manure management, pasture management, and waste disposal.
- Work in collaboration with rodeo staff, students, and stakeholders to plan, coordinate, and execute rodeo events, practices, and competitions.
- Monitor health of livestock and under direction of animal care specialists occasionally administer medications, vaccinations, and treatments required while maintaining accurate records.
- Collaborate with college administration, facilities management, and grounds to develop and implement long-term plans for barn facilities improvement.
- Promote a culture of safety in all aspects of barn operations, providing training and enforcing safety protocols by adhering to GCCD standards and policies, and to legal regulations; alerting others regarding potential concerns.

- Attend and participate in staff meetings and other related GCCD activities.
- Performs other duties as assigned.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Possess a valid Class C driver's license.
- Previous work experience consistent with the position including the ability to operate a skid steer, tractor, various tools, and farm equipment.
- Experience handling livestock including livestock health, nutrition, and care.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

**Preferred Qualifications**

- Welding Experience.
- Knowledge of rodeo event management and rules is highly desirable.
- First Aid and CPR certification.

**Competencies for Successful Performance**

**Knowledge of:**

- Handling, care, feeding, and maintenance of livestock.
- Barn/arena care, equipment operation, and maintenance.
- Rodeo event and practice management.
- Work safety principles and practices.

**Ability to:**

- Operate tractor, skid steer, snow removal equipment, lawn mowing equipment, and other farm equipment.
- Administer medication, vaccinations, and treatments for livestock.
- Effectively communicate.
- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.

**Skill in:**

- Welding.
- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

### **Supervisory and Management Responsibility**

- None.

**Physical Demands** *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Work mostly consists of outdoors in various weather conditions.
- Ability to lift and carry up to 50 pounds.
- Flexibility of hours including occasional evenings and weekends, some holidays including on-call and emergency call-outs for care of livestock.

### **How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

### **Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, SR Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.