

Herd Manager Job Description for Heartland Jerseys, Inc.

Part I: General Information

Job Title: Herd manager

Summary Description: Responsible for overall management of the dairy herd including milking, herd health and breeding. Coordinate and share duties and responsibilities with the assistant herd manager. Make decisions pertaining to day-to-day operation, such as when an animal needs to be bred, treated, culled, etc.; also which animals are candidates for embryo transfer program. Decide when veterinarian or service personnel need to be called; decide when a tank of milk must be dumped. Discuss herd nutrition issues with feed manager.

Average Hours/Day: 8-10 hours

Average Hours/Week: 40-50 hours

Supervision of this position performed by: Owners

Supervises: Assistant herd manager
Milking technicians
Personnel who assist in herd health tasks

Part II: Duties and Responsibilities

Herd Management

- Collect and record data on cows, heifers and bulls
- Observe all livestock for signs of illness or distress (several times daily)
- Monitor and adjust environment for cow comfort; schedule bedding
- Monitor maternity area and assist with difficult births
- Monitor and assist with care of fresh cows and newborn calves
- Manage grouping of cows, heifers and bulls in pens
- Keep all animals visibly identified
- Move cows from far-off dry pen to close-up dry pen weekly
- Recommend culling decisions
- Communicate management decisions with owners and managers

Milking Management

- Develop standard operating procedures for milking and train milking technicians
- Maintain and monitor milk production records
- Monitor herd fat and protein levels
- Monitor herd somatic cell count (SCC) and bacteria (PI) count
- Test milk from treated cows for antibiotics before milk leaves the farm
- Develop maintenance schedule for milking equipment
- Insure correct operation of milking equipment
- Check parlor supplies
- Monitor cleanliness of parlor, milk room and equipment room

Herd Health Management

- Observe cows, heifers and bulls for health problems
- Treat and care for sick animals; record treatments in cow health records
- Schedule and assist with pregnancy checks or other veterinary visits
- Dry off cows weekly
- Maintain mastitis and dry cow treatment programs
- Maintain herd vaccination program
- Maintain and administer hoof trimming program

Reproductive Management

- Observe cows and heifers for heat and record findings
- Artificially inseminate cows and heifers and record data
- Determine when to breed cows and heifers using natural service bull
- Manage semen inventory
- Administer hormones and assist technician with embryo transfers
- Evaluate reproductive performance

Young Stock Management

- Monitor health and growth of young stock
- Identify, move, group and treat heifers and bulls
- Setup vaccination program and ensure vaccines are administered appropriately
- Dehorn calves, remove extra teats, administer wormer, castrate, etc.
- Semen check yearling bulls and maintain inventory records

General Office Work and Procurement

- Prepare herd check lists
- Generate production and reproduction reports
- Maintain identification records and register purebred animals through AJCA
- Order supplies, medicines, semen, repair parts for milking barn
- Discuss needs and problems with sales and service representatives
- Discuss herd management problems and personnel problems with owners

Part III: Knowledge, Skills and Abilities Required

- Understand the general operation of the entire dairy
- Knowledge of standard milking procedures
- Knowledge of and use for Dairy Herd Improvement records (PC Dart)
- Knowledgeable of disease and injury treatment, calf pulling and hoof trimming
- Able to IV cows, give injections
- Trained in artificial insemination
- Knowledgeable in embryo transfer procedures
- Knowledgeable in dairy nutrition

Part IV: Qualifications

- Dependable and accountable
- Be neat, clean and organized
- Has motivation and willing to work towards team goals
- Resourceful, creative, and able to use common sense
- Able to effectively communicate and work with all types of people
- Ability to motivate and discipline employees
- Enjoy working with and around animals
- Calm and consistent manner when working with cattle

Part V: Professional Development

- Read industry trade journals
- Stay informed on dairy market information
- Stay current on technology, research, etc. (continuing education)
- Interact with dairy professionals, consultants, advisors, contacts, etc.
- Learn basic Spanish (optional, but advisable)
- Participate in industry conferences, seminars and other events
- Participate in industry organizations (DHIA, AJCA, etc.)

Heartland Jerseys, Inc.
Jerry & Sue Spielman, owners
1892 M Road
Seneca, KS 66538
785-336-2581 (Home)
785-336-1695 (Jerry's cell)
spielman@nvcs.com

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