

Ranch Facilities Foreman

Permanent, Full-Time | Salaried, Non-Exempt

Location	The Horse Shelter Ranch, Cerrillos, New Mexico
Reports To	Ranch Manager and Executive Director
Employment Status	Permanent, Full-Time Salaried, Non-Exempt
Schedule	Generally 40 hours per workweek; flexible scheduling required; overtime compensated as applicable
Compensation	\$52,000 annually, depending on qualifications and experience; onsite housing required when available, with possible interim housing stipend

Schedule

This is a full-time, salaried, non-exempt position generally scheduled for approximately 40 hours per workweek. Work schedules may vary based on operational needs and emergency situations and may include weekends, holidays, early mornings, evenings, and occasional after-hours work. The employee is required to accurately record all hours worked. Overtime will be compensated in accordance with applicable federal and New Mexico law.

Job Overview

The Ranch Facilities Foreman is responsible for the maintenance, safety, and functionality of The Horse Shelter's facilities, vehicles, equipment, and infrastructure. The Horse Shelter is located on a 128-acre property, with operations encompassing approximately 40 acres, and has capacity to care for more than 100 horses.

Working under the supervision of the Ranch Manager, the Ranch Facilities Foreman is expected to work independently, exercise sound judgment, identify and address maintenance needs proactively, and ensure efficient and cost-effective ranch operations. This position also leads ranch hand staff in maintenance-related tasks and supports facility improvement and expansion projects.

Primary Responsibilities

- Ensure facilities, vehicles, equipment, and infrastructure are maintained in safe, functional condition and ready for day-to-day operations.
- Promote efficient and cost-effective operational workflows.
- Operate, maintain, troubleshoot, and repair ranch equipment and vehicles and maintain appropriate service and maintenance records.
- Conduct routine facility and equipment inspections and promptly address identified maintenance or safety issues.
- Monitor and maintain ranch infrastructure, including barns, fencing, gates, roads, arenas, shelters, and related facilities.
- Build, maintain, repair, and improve ranch infrastructure and residences as needed. Welding and fabrication are important components of this work.
- Maintain an organized inventory of ranch supplies, tools, equipment, maintenance materials, and feed, including ordering and purchasing as authorized.

- Train and supervise ranch hand staff in assigned maintenance duties and the safe operation of tools, vehicles, machinery, and equipment.
- Reinforce applicable workplace safety procedures and established organizational policies.

Ranch Operations & Improvements

- Research vendors and contractors, obtain quotes, make recommendations, and serve as the primary point of contact for approved outside vendors as needed.
- Manage authorized purchases within budgets established by management and the Board of Directors.
- Assist with feeding, watering, mucking, and other horse-care or ranch duties when operational needs require.
- Haul horses, equipment, water tanks, materials, and supplies as needed and when qualified to do so safely.
- Identify opportunities to improve ranch processes, procedures, efficiency, safety, and infrastructure.
- Support implementation of approved improvement, repair, and expansion projects.
- Promote a positive, respectful, and team-oriented work environment.

Safety & Compliance

- Follow and reinforce ranch safety protocols and emergency procedures.
- Support compliance with applicable animal welfare standards, workplace safety requirements, and organizational policies.
- Maintain clean, organized, and hazard-free work areas.
- Ensure fuel, tools, equipment, chemicals, and hazardous materials are stored and handled safely.
- Respond appropriately to emergencies involving horses, facilities, vehicles, equipment, weather, fire, water systems, or other ranch operations.
- Identify hazards promptly and take appropriate corrective action or notify management when additional resources or authorization are required.

Grounds & Property Maintenance

- Oversee weed control, manure removal, trash removal, and general property cleanliness.
- Coordinate routine and seasonal property maintenance, including snow and ice response, drainage, road maintenance, and fire-prevention measures.
- Monitor well systems, water levels, piping, hydrants, and related water infrastructure and perform or coordinate repairs as needed.
- Drag and maintain arenas and maintain ranch roads and access areas.
- Safely operate tractors and other heavy equipment required for property maintenance.

Required Qualifications

A strong commitment to equine wellbeing and safety is fundamental to this position. The Ranch Facilities Foreman must have a practical understanding of ranch operations, facility maintenance, equipment operation, and risk management.

- Minimum of three years of relevant experience in ranch, agricultural, construction, facilities maintenance, or related operations.
- Experience safely handling and working around horses.
- Welding and metal fabrication skills; relevant certifications are preferred.
- Demonstrated ability to safely operate heavy equipment, power tools, tractors, utility vehicles, trailers, and other ranch equipment.
- Experience supervising, training, or directing staff.
- Experience safely hauling animals, equipment, water tanks, materials, or similar loads.
- Strong mechanical aptitude, troubleshooting ability, and practical problem-solving skills.
- Strong communication, organizational, and time-management skills.

- Ability to work independently, take initiative, prioritize competing needs, and follow through on assigned responsibilities.
- Professionalism, integrity, dependability, and sound judgment.
- Valid driver's license and a driving record that meets The Horse Shelter's insurance requirements.
- Ability and experience to safely operate truck-and-trailer combinations and haul horses, equipment, water tanks, materials, and other loads as required by the position. CDL is desirable.
- Ability to perform the physical requirements of the position, with or without reasonable accommodation.
- Employment is contingent upon completion of applicable pre-employment screening, including a background check and driving-record review, consistent with applicable law.
- Employment is contingent upon verification of employment eligibility.

Preferred Qualifications

- General construction, building, contracting, or skilled-trades knowledge.
- First Aid/CPR certification or willingness to obtain certification.
- Bilingual English/Spanish skills.
- Familiarity with applicable OSHA workplace safety standards.
- CDL or other relevant equipment/operator certifications.

Physical Requirements

This is a physically demanding, hands-on ranch position. Essential duties regularly require walking and standing for extended periods, bending, stooping, reaching, climbing, carrying, pushing, pulling, and repetitive movement.

The employee must be able to frequently lift and carry up to 60 pounds, with or without reasonable accommodation, and occasionally move heavier materials using assistance or appropriate mechanical equipment.

The position requires the ability to work outdoors throughout the year and to safely perform duties around horses, vehicles, machinery, tools, and heavy equipment.

Compensation & Benefits

- **Salary:** \$52,000 annually, depending on qualifications and experience, with eligibility for merit-based raises. This is a salaried, non-exempt position. The employee must accurately record all hours worked, and overtime will be compensated in accordance with applicable federal and New Mexico law.
- **Housing:** Due to the position's responsibilities for ranch facilities and emergency response, the Ranch Facilities Foreman will be required to reside onsite once designated employer-provided housing becomes available. Until that time, The Horse Shelter may provide a housing stipend. Terms and conditions associated with employer-provided housing and any interim housing stipend will be addressed separately.
- Paid time off and earned sick leave in accordance with organizational policy and applicable law.
- Health, dental, and vision benefits available.
- Employer-provided life and accident insurance.

Mission Commitment

The Ranch Facilities Foreman must support and uphold The Horse Shelter's mission of providing quality care, rehabilitation, and lifelong protection for equines while fostering a safe, respectful, and welcoming environment for staff, volunteers, donors, visitors, contractors, and the general public.

This position serves as an ambassador for The Horse Shelter and requires high standards of integrity, professionalism, and ethical conduct. The Ranch Facilities Foreman is expected to represent the organization positively and interact with staff, volunteers, visitors, contractors, vendors, donors, and members of the public with courtesy, respect, and appropriate professional conduct.

Work Environment

Work is performed primarily in a rural setting that includes horse barns, ranch facilities, workshops, vehicles, and outdoor environments. The Ranch Facilities Foreman regularly works around horses, livestock-related materials, ranch equipment, vehicles, machinery, hay, dust, manure, chemicals, fuels, tools, and other conditions common to agricultural and equine operations.

Working around horses and operating in a ranch environment involves inherent hazards, including exposure to unpredictable animal behavior, wildlife and risks associated with vehicles, machinery, equipment, uneven terrain, and changing weather conditions. Employees are expected to follow established safety procedures, use appropriate protective equipment, and exercise sound judgment.

Work is performed on uneven terrain and in varying weather conditions, which may include heat, cold, wind, rain, snow, dust, ice, and mud.

Because the Ranch Facilities Foreman works closely with staff, volunteers, contractors, vendors, donors, and visitors, the position involves frequent interruptions and changing priorities. The ability to adapt, remain organized, communicate effectively, and maintain a professional demeanor in a dynamic environment is essential.

Flexible scheduling may be required, including weekends, holidays, early mornings, evenings, or extended hours when necessary to meet operational needs, respond to emergencies or weather events, or protect the health and safety of horses, people, facilities, and property. All hours worked must be accurately recorded, and overtime will be compensated as required by applicable law.

Equal Employment Opportunity

The Horse Shelter is an Equal Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable law. Reasonable accommodations are available to qualified individuals with disabilities in accordance with applicable law.

About The Horse Shelter

The Horse Shelter provides safe haven to New Mexico's neglected equines. Located on a beautiful 128-acre property in Cerrillos, New Mexico, the ranch has capacity to care for more than 100 rescue horses.

Our horses receive appropriate nutrition, veterinary and farrier care, exercise, and individualized attention. Through our compassionate training program, we prepare equines for thoughtful adoption placements. For horses unable to be rehomed because of health, age, or other circumstances, The Horse Shelter provides lifelong sanctuary.

The Horse Shelter is a 501(c)(3) tax-exempt nonprofit organization serving New Mexico's abandoned, abused, and neglected equines.

How to Apply

Interested applicants should email a resume and statement of interest to info@thehorseshelter.org

Employment Disclaimer: Nothing in this job posting creates a contract of employment or alters the at-will nature of employment with The Horse Shelter.