

## **POSITION DESCRIPTION: DAIRY FARM HAND**

### **ABOUT THE ORGANISATIONS**

Our client's dairy farms are in the following locations:

- Albury/Wodonga, Victoria
- Calivil, Victoria
- Waaia, Victoria
- Rochester, Victoria

### **1. ORGANISATIONAL RELATIONSHIP**

This Dairy Farm Hands report to the Dairy Farm Managers.

### **2. SUMMARY OF THE ROLE**

To assist the Dairy Farm Manager with meeting all functions required for the successful day-to-day operations of the dairy farm. This includes ensuring that all activities are performed efficiently, to a high standard and compliant with all competencies regarding safety, people management, animal welfare, quality, environmental standards and risk management.

### **3. MAJOR RESPONSIBILITIES**

- ✓ undertaking specified dairy production tasks and techniques, methods and control procedures concerned with the operation of the dairy and herd management
- ✓ assist with managing all livestock, feed and watering systems
- ✓ assist with the management of staff, including supervising and training staff
- ✓ follow instructions for the safe operation and maintenance of a range of farm machinery
- ✓ maintaining a safe working environment
- ✓ comply with company policies including Animal Welfare and WHS regulations
- ✓ milk harvesting and assisting with managing the milk harvesting schedule
- ✓ feed and water provision for all stock
- ✓ weed control in pastures and around farm buildings, irrigation channels and drains
- ✓ keep accurate company records
- ✓ perform other duties as instructed and required

#### 4. DUTIES

##### **Milk Harvesting**

- Collect cows from paddock to the dairy using machinery supplied and operate it within the farm guidelines. Set up tracks and gates for next grazing. Bring cows from yard to milking shed according to farm procedure.
- Check and start the milking system, milk cooling, refrigeration, washing and feed system. Cup up cows after attending to appropriate udder hygiene.
- Remove cups from cows following the standard operating procedures (SOP). Apply teat disinfectant for use according to SOP. Oversee the movement of cows from the dairy.
- Identify cows with clinical mastitis, teat damage, lameness and other illnesses. Follow protocols for the treatment and recording of the condition.
- At the completion of milking, follow the procedures for plant cleaning and the shutdown process. Prepare the dairy in readiness for the next milking according to the set guidelines.

##### **Calf Rearing and Animal Husbandry**

- Take responsibility for the entire calf rearing program. Prepare calf pens.
- Maintain and repair fences, sheds, troughs, gates, hay rings and feeders.
- Provide bedding and replacement of rice hulls throughout calving in all calf sheds.
- Clean out sheds and setting up sheds at the end and beginning of each calving.
- Follow procedures for correct tagging of heifer calves to correct mothers.
- Ensure calves are fed milk daily, and that the milk is suitable to all calves as required.
- Ensuring all calves get a drink (10% of their body weight) when milk being fed.
- Perform maintenance and cleaning of blue calf tank and milk ute.
- Ensure all calves, after day 3, have grain and hay either in the blue tubs or in the feeders in the outside pens and that feed is of the highest quality, check for contamination or mould.
- Identify and treat common ailments of cattle including reproductive disorders, downer cows and lameness. Assist veterinarian as and when required. Record all treatments to meet quality assurance requirements and farm policy.
- Follow farm guidelines for storage of appropriate levels of veterinary and animal husbandry supplies.
- Regularly observe and attend to animal health needs and assist calving cows.
- Identify and record newborn calves, adhere to farm procedures for newborn calf management.
- Prepare and deliver milk and concentrates to reared calves. Observe and treat calves requiring medication. Manage calf groups through to weaning as instructed.
- Mark inseminated cows and keep insemination records. Apply heat detection aids, identify, record, mark and draft cows on heat, segregate and prepare for insemination as instructed.
- Participate in cattle mustering, drafting, transport and application of herd ID program.
- Adhere to farm policy on handling and welfare of all stock.

### **Feed Management and Delivery**

- Load and feed out conserved fodder using farm machinery either in paddock or on feed pad, hay feeders or troughs as instructed.

### **Pasture Production and Cropping**

- Implement the irrigation program including monitoring and maintenance of irrigation equipment as instructed.

### **Plant Equipment and Infrastructure Maintenance**

- Implement the dairy maintenance schedule including replacement of rubber ware, routine machine testing and maintenance of equipment as instructed.

## **5. PERSONAL COMPETENCY**

### **Punctuality and work ethic**

- Ability to be punctual on a regular basis and providing adequate notice in the event of being delayed or unable to attend work.
- Participate in training, performance reviews and team meetings.
- The commitment to work within the boundaries of what is a reasonable industry expectation.
- Acceptance of direction and adherence to the company's code of behaviour and standard procedures.
- In accordance with Work, Health and Safety legislation and company policies and procedures, take reasonable care for your own health and safety and that of other persons who may be affected by your conduct

### **Prioritising skills**

- Identification of the important operational requirements of the farming enterprise and implementation of priority tasks within the resource capabilities available.

### **Empathy**

- The ability to perceive and understand the feelings of others.
- Strict adherence to animal welfare policies.

### **Initiative**

- Have the ability to take action when enterprise is required.
- Actively seeks out opportunities to make extra contributions to benefit the business.

### **Interpersonal skills and communication**

- Good interpersonal, verbal and written communication skills.
- The ability to work collaboratively and interact appropriately and successfully with all people different levels and all stakeholders of the business.
- Clear and effective verbal and written communication skills.
- Present ideas and document activities.
- Source, read and interpret written information.
- Keep all team members up to date.

## 6. SKILLS AND EXPERIENCE

### **Mandatory**

- Minimum 3 years' experience working on a dairy farm.
- Current and valid Driver Licence.
- Tractor driving experience

### **Desirable**

- Agricultural qualification