

VINEYARD CREW SUPERVISOR

Reporting to: Operations and Sales Manager
Status: Full-time, Exempt
Position includes supervisory and managerial tasks

1. Planning and Management

- Supporting President and Operations Manager with annual budgeting and regular forecasting of cost for labor and field work
- Organizing, scheduling, supervising, and enforcing all labor activities, both in house and through the Farm Labor Contractor
- Research and implementation of a work order system

2. Personnel & Safety

- Ensuring all laborers are trained in the professional, efficient, and safe operation of vineyard activities in coordination with team foremen
- Maintaining up to date knowledge of labor laws and regulations and ensuring crews are in full compliance with OSHA and FLC regulations at all times
- Reporting any violations, accidents, or injuries to the Operations Manager and HR Manager
- Supporting and promoting collaborative team work within crews and other departments

3. Technical Duties

- Coordinating all labor needed in the field through the Farm Labor Contractor
- Assigning work orders to crews in a timely manner and verifying completion
- Ensuring all jobs are performed in a sustainable manner
- Assigning all equipment and tools to crews and tracking location
- Staying current on innovations in the farming industry

4. Procurement

- Coordinating vineyard and other field related purchases
- Obtaining competitive bids or locating best prices
- Organizing and controlling stringent inventory of parts, tools and supplies
- Maintaining relationships with several Farm Labor Contractors to ensure crew availability
- Establishing purchasing parameters to promote efficiency

5. Record Keeping & Reporting

- Utilizing a work order system to assign jobs, update status in real time, and close out for future data analysis
- Organizing and maintaining complete inventory and maintenance records of all equipment and tools used by laborers
- Reviewing and approving invoices and crew time sheets

GENERAL REQUIREMENTS

- BS-Degree or equivalent training and experience in viticulture, plant science or another agricultural field
- Minimum of four years experience in the management/supervision of vineyard crews
- Well organized individual that can efficiently supervise multiple crews concurrently
- Proficient in Microsoft Office programs
- Valid driver's license
- Bilingual