

<b>Job Title:</b>	Vineyard Supervisor	<b>Reports to:</b>	Vineyard Manager
<b>Department/Group:</b>	Vineyard	<b>Position Type:</b>	Full-time
<b>Location:</b>	Napa/Sonoma/Solano Counties	<b>Date Posted:</b>	

## Job Description

### ROLE AND RESPONSIBILITIES

Aids the Vineyard Managers in the supervision of assigned crew and makes provisions for tools, equipment, and materials for the crew in order to perform their duties efficiently. Performs all physical vineyard operational functions throughout the year related directly and indirectly to growing the finest quality wine grapes.

Responsibilities include but are not limited to the following:

- Supervise crew and activities toward meeting or exceeding the production targets
- Enforce and follow safety procedures and guidelines in all production areas at all times, and to inform the Vineyard Manager of any safety problems that may arise
- Take disciplinary action on worker safety violations including written warnings, when necessary, and informs Vineyard Managers
- On non-safety issues, give verbal warnings and inform Vineyard Managers of major infractions
- Examine individual vines to control quality of jobs performed
- Implement any short and/or long-term changes as advised by Vineyard Management
- Organize individual job tasks within the working crew, unless specified by the Vineyard Managers
- Lead by example in performing activities of the Vineyard Workers supervised (*see Vineyard Worker Job Description*)
- Keep daily records pertaining to labor, task, and location
- Provide information on worker performance to the Vineyard Managers to aid in annual employee performance reviews
- Provide necessary payroll information to HR and the Vineyard Managers, using an iPad for up-to-date reporting
- Assist Viticulturist with data collection when needed

Non-essential duties may include participation in activities not directly related to growing quality grapes. These duties may include the security, maintenance, clean up, and organization of all tools, equipment, and vehicles that are stored on the property.

### PHYSICAL REQUIREMENTS

The physical demands listed here 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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Use hands to finger, handle, or feel objects, tools, or controls
- Reach with hands and arms
- Climb or balance
- Stoop, kneel, crouch, or crawl
- Walk, talk, and hear
- Lift and/or move 50 pounds or more
- See with close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to individuals with disabilities to perform these functions. While performing the duties of this job, the employee is frequently:

- Working near moving mechanical parts
- Exposed to wet, cold, and/or humid conditions
- Required to perform work duties outdoors
- Occasionally exposed to toxic or caustic chemicals
- Subjected to a moderate noise level

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of that knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Education/Experience: Minimum of 5 years related experience as a vineyard worker, combined with the education acquired thereof. A formal education is not required, but is preferred.
- Supervisory Responsibilities: Directly supervises approximately 10-20 workers throughout the year. Carries out supervisory responsibilities in accordance to company policies and applicable laws.
- Language: Ability to read and understand oral and written instructions. Ability to write routing correspondence. Must be able to fluently read, write, and speak Spanish.
- Mathematics: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Reasoning: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables.

*In signing this page, I agree that this job description accurately reflects the nature of my duties and responsibilities.*

Employee Signature:	Name	Date:
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