

Manager Approval: _____
 Date Signed: _____
 HR Approval: _____

JOB DESCRIPTION

Job Title:	Agriculture Deputy
Division:	Ranch
Reports to:	Leasing Manager
FLSA Status:	Hourly
Last Revised:	06/03/2024

JOB PURPOSE:

In cooperation with LBI management and appropriate agencies, actively engage in activities to ensure the general security and asset protection of all LBI properties. Maintain professional, positive, and open communications with engaged parties.

ESSENTIAL FUNCTIONS:

- Responsible for acquiring, learning and practicing all LBI Safe Operating Procedures (SOPs) and complying with these standards as well as safety regulations pertinent to the department and job functions.
- Conduct investigations of trespass, theft, game violations, etc. as directed by management.
- Provide response and scene security when crossing highways with cattle or when notified of cattle breaching fences along public roads.
- Have thorough knowledge of property and regularly patrol.
- Monitor hunting lease tenant’s compliance with applicable laws, ordinances, and policies and provide enforcement.
- Cooperate with FWC Law Enforcement and Highlands and Glades County Sheriff’s Offices as needed regarding issues relevant to LBI property.
- Respond appropriately to complaints or concerns relayed by employees, tenants, or licensed participants in a timely manner. Notify effected LBI production managers of issues, resolutions and/or ongoing issues that need to be addressed.
- Complete and submit reports of all incidents which were reported and/or investigations which were assigned, in a timely manner.
- Ensure all LBI exterior locks are in good working order and make any needed repair and/or replacement.
- Ensure property boundaries are adequately posted.
- Conduct evictions from company housing, as requested by management.
- Provide temporary security as needed to reduce liability.
- Respond to management requests for investigations of theft and fraud, while maintaining confidentiality.
- Appear in court as required to represent LBI’s interests.
- Ensure that LBI assigned equipment and vehicles are maintained in good working order and that relevant use reports are submitted in a timely manner.
- Provide feedback and offer suggestions to supervisor on security needs.
- Ability to work a weekly flex schedule of 50 hours as needed which may require overnight, weekends, or holidays, as approved by supervisor.

OTHER DUTIES (list below, if applicable):

As assigned by management.

QUALIFICATIONS:

- A. **Certificates, licenses, and registrations:**
 - Valid driver’s license with insurability.
 - Ability to become a sworn officer of Glades County Sheriff’s Office.
- B. **Knowledge/Skills:**
 - Excellent verbal and written communications.

The characteristics described above 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. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

- Proficient in Microsoft Office Suite.

C. Education/Experience:

- Possession of an FDLE certificate or its equivalent required.
- At least 3 years of professional experience in the law enforcement field required.
- Agriculture experience preferred.

D. Physical Demands & Work Environment: Individual will work outdoors in all kinds of weather. Individual is regularly required to stand, walk, sit, effectively communicate, and hear. Will be occasionally required to climb or balance, walk on uneven surfaces, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close, distance and peripheral vision. Will occasionally require to lift up to 40 pounds.

E. Residency: Must reside within 25 miles of either Brighton, FL or Palmdale, FL. Employee housing available on property.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

Employee: Print Name

Employee: Signature

[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]