

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

WINERY AND VINEYARD OPERATIONS MANAGER

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

MANAGEMENT RESPONSIBILITY

The Winery and Vineyard Operations Manager is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District (CLPCCD). The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and district procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of district and college policies by making appropriate recommendations for improvements or additions to policies or procedures through the reporting authority and/or by serving on college and district-wide committees.

SUMMARY DESCRIPTION

Under the direction of the Dean of Science, Technology, Engineering, and Mathematics, the Winery and Vineyard Operations Manager, is responsible for leadership, oversight, and coordination of the teaching winery and instructional vineyard at Las Positas College. The position supports instructional programs in Viticulture and Winery Technology by managing vineyard cultivation, winemaking processes, inventory, compliance, and sales, and serves as the college's primary liaison with federal, state, and county regulatory bodies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Winery and Vineyard Operations Manager shall be responsible for the following duties and responsibilities:

1. Plan, manage and oversee the college winery and vineyard operations including maintaining regulatory compliance, sales, marketing and events.
2. Prepare and monitor budgets for winery and vineyard operations; track wine sales revenue, expenses, gross and net income, and profitability.
3. Develop plans for revenue generation and make recommendations on pricing for products and events; develop and maintain retail and wholesale accounts.
4. Manage winery and vineyard procurement, and long-term planning.
5. Recommend policies and procedures that align with college and district objectives.
6. Recruit, hire, manage and evaluate classified professionals and staff in area of responsibility; recruit, hire and provide training for students.
7. Coordinate and participate in all aspects of wine production including crush, fermentation, stabilization, blending, bottling, and storage.

**Chabot-Las Positas Community College District
Winery and Vineyard Operations Manager (Continued)**

8. Manage, and maintain winery equipment and supplies; ensure facility cleanliness and safety.
9. Conduct and supervise lab analysis, recordkeeping, and wine sampling.
10. Coordinate the support of instructional labs and class activities including instructional wine production tasks such as fermentation, blending, stabilization, bottling; ensure winery activities align with curriculum goals; monitor wine quality and implement solutions to potential production issues.
11. Assist with curriculum-aligned harvest, production, bottling, and event planning.
12. Organize tasting events and wine education activities in alignment with program and college goals
13. Maintain detailed winemaking records including maintaining inventory of materials, chemicals, and bottled wine and wine chemistry data, treatment logs and other records.
14. Develop and execute seasonal vineyard maintenance plans including pruning, irrigation, fertilization, pest control, canopy management and infrastructure maintenance including trellising and irrigation systems.
15. Monitor vine health and coordinate harvest with wine production timelines; track and maintain yield and other growth records.
16. Manage detailed pesticide and herbicide application records in compliance with state requirements.
17. Serve as point of contact for regulatory compliance and reporting and ensure compliance with all local, state, and federal regulations, including ABC, DPR, RBS certification and TTB reporting.
18. Reconcile inventory and sales records; oversee wine sales and events.
19. Coordinate winery and program outreach activities including monthly wine sales, hosting public tastings, and participate in retail engagement and public outreach events.
20. Develop and maintain relationships with community partners and represent the college with industry groups and other viticulture educational programs.
21. Coordinate with board members and industry partners to align operations with regional workforce needs.
22. Serve on relevant advisory committees and boards.
23. Provide guidance and updates, as appropriate, to the Las Positas College Viticulture & Enology Foundation, supporting its mission and activities.
24. Perform related duties as required/assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles, practices and techniques of enology and viticulture.
2. Wine production methods and regulatory standards.
3. Vineyard infrastructure and seasonal agricultural cycles.
4. Principles, practices and techniques of program strategic planning, development, expansion, implementation, and improvement.
5. Principles, methods and practices applicable to the design and implementation of customer service, public relations, community outreach and marketing programs.
6. Principles of effective employee management, supervision, training, and performance evaluation.

**Chabot-Las Positas Community College District
Winery and Vineyard Operations Manager (Continued)**

7. Principles and practices of public administration, including maintenance of public records, budgeting and purchasing.
8. Federal and state laws and regulations and District policies and procedures governing community colleges including federal TTB, California ABC and DPR rules and regulations.
9. Principles and practices of sound business communication.
10. Safety and hazardous materials usage and storage regulations.

Ability to:

1. Plan and manage instructional winery and vineyard operations, activities and services.
2. Plan, organize, manage, assign, delegate, review and evaluate the work of staff.
3. Adapt to seasonal priorities and instructional needs.
4. Analyze operational and sales data to support planning, compliance, and marketing effectiveness.
5. Support student recruitment and program visibility by participating in relevant outreach events and developing promotional materials.
6. Represent the VWT program and Las Positas College at regional wine industry events, community forums, and media opportunities to strengthen partnerships and visibility
7. Monitor and assist in the preparation of program budgets including revenue tracking and reporting, grant tracking, inventory tracking and reporting and report preparation.
8. Develop and maintain a wide variety of community college, wine wholesaler, employer and community partnerships.
9. Negotiate, prepare for approval and oversee contracts, memorandums of understanding and agreements for vendors, wholesale accounts and service providers.
10. Adhere to District onsite workplace policy as well as be able to travel to other locations to attend meetings and conferences.
11. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
12. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local codes, policies, laws, and regulations.
13. Work cooperatively with other departments, college officials, and outside agencies.
14. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, college employees, or other agencies on sensitive issues in area of responsibility.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Make complex technical presentations and communicate proposals and recommendations, both orally and in writing, to diverse audiences.
17. Operate a computer a computer and standard business software.
18. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students, employees, and the community.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A bachelor's degree from an accredited college or university in Enology, Viticulture, Wine

**Chabot-Las Positas Community College District
Winery and Vineyard Operations Manager (Continued)**

Science, Fermentation Science, Agriculture, or a related field.

Experience:

Three years of increasingly responsible experience in winemaking and/or vineyard operations with at least one year of management or supervisory experience.

Licenses and Other Requirements:

- Valid California Driver's License
- California Alcohol Beverage Control Responsible Beverage Server (RBS) Certification
- Forklift Certification

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in indoor and outdoor environments with exposure to varying temperatures, weather, chemicals, and physical hazards. Must be available to work evenings and weekend hours during critical winery and vineyard periods, such as harvest and events.

Physical: Primary functions require sufficient physical ability and mobility to perform manual winery and vineyard tasks; visual acuity to use a keyboard, operate lab, winery and vineyard equipment, and read information; to walk, stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, crouch, climb ladders, reach, and twist; to lift up to 50 pounds, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. This position also involves regular travel to various locations.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Winery and Vineyard Operations Manager shall be elected by the Governing Board upon the nomination of the College President and Chancellor.

Adopted by the Board of Trustees on: December 16, 2025

Effective: December 17, 2025

Job Family: Classified Administrative