General Statement of Duties

Cares for horses and maintains the horse stables and other facilities.

Distinguishing Characteristics

The Stable Master performs semi-skilled work in the care of horses under general supervision.

The Utility Worker performs standard unskilled labor duties under close supervision. The Senior Utility Worker performs unskilled and/or semi-skilled work assisting in maintaining public grounds, buildings, and facilities with lead work capabilities under general supervision.

Guidelines, Difficulty and Decision-Making Level

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised

None

Essential Duties

Provides daily care to the horses.

Monitors the health of the horses, notifies medical personnel regarding any problems, and administers health care procedures prescribed by a veterinarian.

Observes all common safety practices associated with the care and maintenance of horses.

Maintains and makes necessary repairs on the facilities and horse stables.
Maintains a clean and safe environment by disposing the horse manure in the horse stalls.

Selects orders, and stocks horse feed and hay, grooming supplies, and other general supplies for the facilities.

Performs minor repairs and maintenance on trucks, horse trailers and tractors.

Delivers and picks up mail and equipment.

Performs general clerical functions.

Performs janitorial maintenance on all of the buildings.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Arithmetic – Performs computations such as additions, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of the principles and techniques of caring for horses sufficient to be able to use diagnostic equipment to monitor activity level, physical condition, health and cleanliness.

Knowledge of animal behavior sufficient to be able to identify, record, and report any normal and abnormal horse behavior/condition.

Knowledge of veterinary care and horseshoeing requirements.

Knowledge of the management of horse manure in order to maintain a clean environment.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of inventory practices sufficient to be able to maintain an adequate level of supplies.

Knowledge of office practices and procedures sufficient to be able to perform clerical duties requiring some independent judgement.
Knowledge of cleaning agents, chemicals and equipment sufficient to be able to perform janitorial duties.

Skill in performing a variety of maintenance activities.

Skill in brushing, feeding, exercising, and otherwise caring for horses.

Skill in operating hand and power tools and equipment common to several maintenance and repair trades.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

One (1) year of experience working with horses and related facilities and equipment.

**Education & Experience Equivalency**

None

**Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Extreme Cold: temperature cold enough to cause marked bodily discomfort

Extreme Heat: temperature hot enough to cause marked bodily discomfort

Potential exposure to pesticides or fertilizers.

Potential exposure to housekeeping/ cleaning agents/ chemicals.

Potential exposure to dust.

Potential exposure to hazards from electrical/ mechanical/ power equipment.

Exposure due to soil, plants, and insects.

Subject to bites and scratches from animals.

Subject to injury from moving parts of equipment or vehicles.

**Level of Physical Demand**

4-Heavy (50-100 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one’s feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.
Lifting: Raising or lowering objects weighing no more than 100 pounds, from one level to another.
Vision Near acuity: ability to see clearly at 20 inches or less.
Vision Far acuity: ability to see clearly at 20 feet or more.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Climbing: Ascending or descending objects.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon an object so that the object is moving away from the person.

### Background Check Requirement

- Criminal Check
- Employment Verification
- By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

- Pay Grade: J-615
- FLSA Code: N
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 6/11/2019
- Revised By: Ryland Feno
- Class History:
  - 6/11/19 - Updated working environment verbiage.