



Office of Human Resources  
Stable Master - CJ2597  
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### 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.

### 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.

By position, may be required to be on-call to address emergent needs.

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

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**