



Career Service Authority

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Stable Master

GENERAL STATEMENT OF CLASS 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 and 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 Communications and 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:

No supervisory responsibility.

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.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Interpersonal Skills - Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

Mathematical Reasoning - Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

Oral Communication - Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others; attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written materials including technical material, rules, regulations, instructions and applies what is learned from written materials to specific situations.

Writing - Communicates information in a succinct and organized manner; produces written information in the way of record keeping.

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 record keeping.

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 understanding and applying oral, written illustrated or demonstrated instructions.

Skill in establishing and maintaining effective working relationships with other employees.

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

Skill in performing a variety of maintenance activities.

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

Physical Demands:

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 an object 25 – 50 pounds.

Near acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

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Working Environment:

Extreme Cold: temperature cold enough to cause marked bodily discomfort
Extreme Heat: temperature hot enough to cause marked bodily discomfort

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

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

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/95

REVISED DATE: 07/16/03

REVISED BY: Jayne Lujan

CLASS HISTORY As a result of an annual classification maintenance review class specification was revised into new format.