

The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Horse and Stable Manager GRADE: 16 DATE: 7/24/2023
SERIES: Park Police Support Series CODE: 1031 EEO: Technician FLSA: Non-Exempt

Class Definition:

Under general supervision, performs skilled horse care and stable management work on a division-wide basis for a Park Police Division. Responsible for safety and security of horses. Ensures that daily grooming, feeding and medical care are administered; monitors nutritional and medical care. Submits work requests for repairs and grounds maintenance; oversees that routine repairs are completed by staff. May occasionally lead a small crew of temporary or other workers. Operates a variety of equipment (e.g., tractors with attachments, vehicles and horse trailers). Works independently on work assignments and requires minimal supervision. Work has important impact on the accuracy, timeliness, reliability and procedural compliance of a range of park police support work. Applies knowledge of proper grooming procedures, nutritional needs, security and general health care of horses; variety of equipment used on horses; maintenance work including groundskeeping, pasture, and stall maintenance, safety and health regulations, equine anatomy and physiology, horse injuries and specialized treatment of injuries, daily exercise requirements of horses, police mounted training, property farm and field maintenance, building and equipment maintenance, and general administrative procedures and office practices. Performs various types of analyses and makes the full range of calculations; including appropriate feeding and medicines based upon individual horse. Interacts with contacts inside and outside the organization to exchange information, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of specifics, including known problems, and is to be performed in strict adherence to guidelines (which include instructions of the supervisor or a higher-level employee); the incumbent plans the detailed work steps within these parameters, independently resolves routine problems by selecting and applying the appropriate guidelines, and seeks assistance with non-routine problems or issues. Work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other related factors.

Examples of Important Duties:

1. Plans and organizes daily work. Performs daily barn chores, basic first aid and assists with training of the horses. Assists with property and facility maintenance. Assesses necessary horse care and barn, equipment and grounds maintenance. Determines and prioritizes work assignments. Assists with defining overall goals, objectives and standards of stable maintenance and horse care.
2. Ensures daily grooming of horses, including brushing, bathing, clipping muzzles, mane pulling and cooling down when needed.
3. Provides feeding and monitors nutritional care for horses. Identifies possible diet deficiencies. Determines proper diet based on individual metabolisms. Orders feed and necessary dietary vitamin or other supplements, bedding, hay, or other supplies.

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4. Provides basic first aid and medical care for horses. Works with veterinarian to maintain a schedule for vaccinations, worming and tooth care. Gives medication and injections as needed. Maintains health and background records for each horse. Monitors and determines treatment of horses for injuries, such as lameness, abrasions, punctures, muscle injuries and abscesses.
5. Stays current on horse first aid training, basic saddle fitting, basic equestrian instruction (e.g., horseback riding), horse nutrition, behavior and injuries to ensure the safety and well-being of the horses.
6. Determines training requirements and standards. Trains new horses and develops individual training plans with consideration of temperament of horses.
7. Performs maintenance, care and repairs to stalls, fencing and equipment. Maintains safety and security of horses. Performs daily removal of soiled bedding within stalls and care of equipment such as saddles, bridles, breastplates, girths and other equipment. Drives Commission vehicles with trailers to transport horses, supplies, equipment and materials. Maintains safety of work site. Initiates and implements changes or improvements to barn and grounds. Submits work requests as necessary.
8. Assists police officers with mounted training. Gives instructions in basic barn and stall cleaning. Provides instruction in feed and nutrition, basic first aid and injections, lameness detection, grooming and tacking, and proper restraint methods.
9. Estimates and orders necessary materials. Chooses vendors for supplies and equipment. Prepares requisitions; maintains and dispenses inventory. May prepare purchase orders and check requests. Prepares and maintains records of expenditures, supplies, equipment, materials used, health, diet, injuries and history of horses. Prepares routine administrative reports.
10. Prepares annual budget requests. Assesses and projects future budgeting requirements for facility, equipment and supplies.
11. Oversees horse purchasing and rehoming program. Assesses horse profiles for police mount potential. Determines acquisition price, drafts and negotiates agreements and prepares and processes administrative paperwork. Determines when rehoming or retirement is necessary with officer and veterinarian.
12. Assists with the acquisition and reschooling of donated horses as police mounts. Inspects horses for physical and mental suitability as police mounts. Works in conjunction with veterinarian to provide corrective measures to help ensure comfort and usefulness of the horse.

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13. Maintains knowledge of, and skill in, the care and maintenance of police horses (e.g., feeding standards, training techniques, equipment, innovations and other areas) by attending seminars, conferences and exchanging information with others.

Important Worker Characteristics:

- A. Knowledge of, and skill in (1) proper grooming procedures, nutritional needs, security and general health care of horses; (2) variety of equipment used on horses (saddles, bridles, breastplates); (3) maintenance work including groundskeeping, pasture, and stall maintenance; (4) safety and health regulations; (5) equine anatomy and physiology; (6) horse injuries and specialized treatment of injuries; (7) daily exercise requirements of horses; (8) police mounted training; (9) property farm and field maintenance; (10) building and equipment maintenance; (11) general administrative procedures and office practices; (12) inventory practices and procedures; and (13) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in operation of (1) hand tools; (2) light to medium trucks and/or truck/trailer combinations; (3) medium to heavy equipment.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples includes applying principles to solve practical problems; and calculating fractions, decimals and percentages.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples includes reading and writing routine reports, records, manuals and correspondence.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications: (MQs):

1. High school diploma or a Certificate of General Educational Development (GED).
2. Four (4) years of progressively responsible experience in horse care and stable management which includes exposure to barn, equipment and grounds maintenance.
3. An equivalent combination of education and experience may be substituted, which together total four (4) years.

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4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Pass Commission medical examination.

Working Conditions:

Primarily works outside or in barn. May work weekends and holidays. Exposed to extreme heat and cold weather at times, dirt, waste, odors, and chemicals, and lift objects weighing up to 100 pounds.