

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Park Police Stable Manager
SERIES: Park Police

GRADE: F CODE: 2940
DATE: 9/25/90

Class Definition

Under general supervision, performs skilled horse care and stable management work involving considerable responsibility, complexity, and variety. Provides overall maintenance and repair of barn, equipment, and grounds. Occasionally leads a small crew that may be composed of temporary workers and/or court-referred persons. Operates a variety of equipment (e.g., tractors with attachments, trucks, and horse trailers). Performs other related duties as assigned.

Examples of Important Duties

1. Plans and organizes daily work. Assesses necessary horse care and barn, equipment, and grounds maintenance. Determines and prioritizes work assignments. Assists in defining overall goals, objectives, and standards of stable maintenance and horse care.
2. Performs 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 metabolism. Orders feed and any necessary dietary vitamin supplements.
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, abscesses, etc.
5. Performs daily exercise and turnout of horses. Determines training requirements and standards. Assists in the training of new horses. Assesses and plans individual training needs with consideration of temperament of horses.
6. Performs maintenance, care, and repairs to stalls, fencing, and equipment. Performs daily mucking of stalls, and care of equipment such as saddles, bridles, breastplates, and girths. Maintains safety of work site. Initiates and implements changes or improvements to barn and grounds.

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Examples of Important Duties (Continued)

7. Assists in horse mounted training for officers. Gives instructions in basic barn and stall cleaning, driving the tractor and manure spreader, feeding and nutrition, basic first aid and injections, lameness detection, grooming and tacking, and proper restraint methods.
8. Estimates and orders necessary materials. Review catalogs and chooses vendors for supplies and equipment. Prepares purchase orders and check requests. Maintains inventory.
9. Prepares and maintains records. Maintains records of expenditures, supplies, equipment, materials used, health, diet, injuries, history of horses, etc. Prepares routine administrative reports.
10. Assists in preparing annual budget requests. Assesses and projects future budgeting requirements for facility, equipment, and supplies.
11. Oversees horse purchasing program. Assesses horse profile for police mount potential. Determines acquisition price; drafts and negotiates agreements; prepares and processes administrative paper work.
12. Acquires and reschools donated horses as police mounts. Inspects horses for their 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 (shoeing, degree pads, food supplements, and rolled toes).

Important Worker Characteristics

- A. Knowledge of (1) proper grooming procedures, nutritional needs, 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) Commission policies and procedures;* (5) safety and health regulations; (6) equine anatomy and physiology; (7) horse injuries and specialized treatment of injuries; (8) daily exercise requirements of horses; (9) police mounted training; (10) general administrative procedures and office practices.

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Important Worker Characteristics (Continued)

- * 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; (4) general knowledge of the building and equipment maintenance trades.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read routine reports, manuals, and correspondence, (4) write routine reports and records; (5) lift up to 100 pounds desirable.

Minimum Qualifications

1. Completion of high school or GED and some course work in equine science or related subjects; and four years of progressively responsible experience in horse and stable management which included exposure to barn, equipment, and grounds maintenance; or
2. An equivalent combination of education and experience.
3. Valid driver's license or the ability to acquire one.

Working Conditions

Primarily works outside or in barn. May work scheduled weekends and holidays. Exposed to weather, dirt, waste, odors, and chemicals.