



Tahoe Donner Association Job Description

Job Title: Equestrian Laborer
Job Code: 340
Department: Equestrian
Reports To: Equestrian Manager
Class Code: 7207
FLSA Status: Non-exempt
Salary Level: Hourly 8
File Name: EQ Laborer.doc
Prepared Date: 03/27/07, revised 04/04/09, updated 4/27/11, 4/16/15, 10/24/15, 5/2/17

SUMMARY

Under the supervision of the Equestrian Manager, the Laborer is responsible for upkeep of the equestrian center including cleaning stalls, paddocks, and corrals. In addition, the Laborer feeds, waters and grooms the horses and performs minor maintenance work as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent service to customers, employees, and business partners.

Maintain a safe and clean environment for customers, employees, and animals at the equestrian center.

Perform minor maintenance work as needed including repairing fences, gates and maintaining the equestrian grounds.

Maintain basic understanding of horses and ponies.

Feed, groom and care for the horses and ponies.

Clean the equestrian offices, tack room and rest rooms.

Assist Equestrian Manager with other equestrian duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No prior experience or training. Experience handling livestock is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications desirable

LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to communicate.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move, remain stationary, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and position self close to ground, or crawl. The employee is occasionally required to communicate and use sense of smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is regularly exposed to livestock. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE