

CLASS CODE: 531106  
PAY GRADE: 14  
UNIT: Excluded  
FLSA: Exempt

## **BARN SUPERVISOR**

### **Distinguishing Features of the Class:**

Under general supervision, participates in/manages the day to day activities of the horse stable, arenas, buildings, and surrounding grounds. Responsible for the maintenance of the stables and indoor/outdoor arenas assuring they are well maintained/orderly; assures horses are healthy/well cared for. Reports to the Equestrian Center Manager. Typically supervises semi-skilled/unskilled/seasonal staff and volunteers.

The Equestrian Center operates on a 7 day per week schedule including weekends and holidays. This is a working supervisor level position that participates in stable duties as required. The position involves physically demanding manual labor in addition to management responsibilities.

### **Illustrative Examples of Duties:**

1. In coordination with the Equestrian Program Specialist and Equestrian Center Manager, plans, schedules, coordinates, and monitors the work of staff and volunteers engaged in the care/maintenance of horses, stables, indoor/outdoor arenas and surrounding buildings/grounds; riding lessons and other equestrian programs: effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules/assignments, and administers personnel related policies/procedures.
2. Participates in the maintenance of stables, indoor/outdoor arenas, and the care of horses as necessary; inspects animals for evidence of disease/injury; administers medication/treats animals in accordance with the experience or instructions of veterinarians; maintains stalls including water/feeding equipment; feed/water/exercise horses; cleans horse quarters and replenishes bedding; removes manure from stalls/arenas/grounds. Operates a variety of equipment such as a farm tractor, skid loader, manure spreader, dump truck and related equipment.
3. Monitors/evaluates facilities/premises to ensure they are safe/well maintained; identifies required maintenance/repair projects; ensures compliance with Local, State, and Federal safety/ health regulations pertaining to stable operations/manure removal; identifies required maintenance/repair projects/ safety hazards; takes immediate corrective action to eliminate hazards.
4. Provides or arranges for training on barn, equipment, horse and rider safety and emergency procedures for horses to staff and volunteers.
5. Provides support for the trail ride and wagon ride program. Acquires healthy/sound horses through a lease program. Conditions and monitors horses throughout the

season. Provides and/or arranges for training on safe trail riding practices to staff. Leads trail/wagon rides as needed.

6. Requisitions materials, equipment, and labor; maintains records of time, work, material used, and costs; identifies work assignments that must be completed/staff resources required to complete various projects; maintains inventory control/supply records. Ensures that feed, bedding and other stable supplies are acquired on a timely and cost effective basis.
7. Interacts with boarders, program participants, the general public and vendors and suppliers to answer questions, address concerns, and provide information concerning the operations of the stables and programs.
8. May collect fees from users of facilities as needed; maintains records of stable activities; compiles data and prepares reports as directed.
9. Assists with the coordination of activities/events that are offered at the Equestrian Center as directed; interacts with clients, vendors and the general public, analyzes events to determine their cost effectiveness, reviews potential programs to determine their potential benefit to the public/Equestrian Center; recommends programs/changes to management.
10. Performs related duties as required.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of proper care/grooming of horses.
- Knowledge of appropriate treatment of common horse diseases/injuries.
- Knowledge of horsemanship.
- Knowledge of the principles/practices of stable management.
- Knowledge of local, state, federal regulations regarding stable operations including removal of manure.
- Knowledge of safe horseback riding practices and techniques.
- Skill in horseback riding.
- Ability to effectively/efficiently manage stable operations.
- Ability to use courtesy, diplomacy, tact in dealing with the public.
- Ability to identify diseases/ injuries common to horses.
- Ability to repair common barn equipment such as gates, stalls, and feeders.
- Ability to operate a skid loader, manure spreader, farm tractor and truck/trailer.
- Ability to develop rapport with horses.
- Ability to effectively manage horse behavior.
- Ability to successfully match riders with suitable horses.
- Ability to inspect buildings, premises, and other facilities to determine appropriate maintenance/repair requirements.
- Ability to evaluate the quality of feed being offered for sale and the condition of feed that is on site.
- Ability to identify potential safety hazards/determine appropriate course of action.
- Ability to plan, direct, schedule, evaluate the work of staff.
- Ability to effectively communicate orally and in writing.

- Ability to maintain accurate records and prepare reports.
- Ability to efficiently use a personal computer and email system.
- Ability to resolve disputes/conflicts with use of diplomacy, tact, and persuasion.
- Ability to work a flexible schedule including evenings, weekends, and holidays.
- Ability to work outside in varying weather conditions.
- Ability to analyze program costs and revenues and develop sound conclusions.
- Ability to maintain composure in trying circumstances.
- Ability to lift/carry hay/feed/supplies weighing up to 50 pounds.
- Ability to establish/maintain effective working relationships with co-workers, representatives of other organizations, event promoters, volunteers, and the general public.
- Ability to obtain and maintain certification in First Aid and CPR.
- Ability to obtain a Class A Commercial Driver's License issued by the State of Iowa.
- Ability to obtain and maintain a valid driver's license issued by the State of Iowa.

**Training and Experience:**

- Graduation from an accredited college or university with a degree in animal science or a related field, and
- Two years experience in the care/boarding of horses, or
- Any equivalent combination of training/experience which will have provided the required knowledge, skills, and abilities as listed above.

**Special Requirement:**

- Pre-employment physical examination is required.
- A criminal background check is required.
- A drug screen may be required prior to final offer of employment.

Adopted: 2004  
Revised: 1/8/08  
Revised: 5/2/13