



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Equipment Coordinator

Job Class: Support Staff

Department: Equine Studies

Reports to: Facility Manager

FLSA status: 30 hrs wk/non-exempt/12 months

To Apply: Please email an Otterbein employment application, a cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove St., Westerville, OH 43081

SUMMARY: This position is responsible for the general care of facility equipment, vehicles, trailers and implements; general care of equine herd; care of overall appearance of facility; record keeping, general cleaning by performing the following duties:

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

Provides general care of all equipment and implements. To include but not limited to preventative maintenance and general service of equipment.

Maintaining records for all facility vehicles and equipment including trucks, trailers and tractors.

Performs general record keeping regarding horses and grounds.

Support the stable assistants as needed. To include but not limited to; stall cleaning, turnout, feeding, and general care of the horse herd.

Performs various field and arena care assignments (e.g., weeding, planting, clearing walkways, driveways, etc). Uses tractor with attachments as well as other equipment.

Provides for general facility upkeep as required.

SUPERVISORY RESPONSIBILITIES: N/A

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: Must have a minimum of 1 year of experience working with horses; must be able to lift 50lbs on a regular basis; must possess and maintain a valid driver's license. Must be able to drive an ATV and farm equipment (i.e., mower, tractor, etc).

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Ohio Driver's License; must obtain and maintain the Otterbein Decision Driving certification.

LANGUAGE SKILLS: Must demonstrate competency in verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Must take pride in and be thorough in quality of work produced.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies.

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.

Must be able to reach; lift to 50 pounds; must be able to hear and make self heard by co-workers and others; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines and deal with constant interruptions. Must be able to meet consistent and predictable attendance standards.

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.

Duties are performed in and around an equine facility. Conditions are very dusty and contain some mold and mildew. Work is performed regardless of weather or temperature.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
[614.823.1130](tel:614.823.1130)
sfitzgerald@otterbein.edu