



Otterbein University
Job Posting

Job Title: Stable Assistant

Job Class: Part Time Support Staff, 10-30 hours per week

Department: Austin E. Knowlton Center for Equine Science

Reports to: Barn Manager

FLSA status: Non-exempt

To Apply: Please email an Otterbein employment application, a cover letter and resume addressing this position to hr.jobs@otterbein.edu; or send via fax to: 614-823-1511; or mail to the Office of Human Resources, Otterbein University, One S. Grove Street, Westerville, OH 43081. Position is open until filled.

SUMMARY: Performs skilled tasks needed to maintain the facilities of the Austin E. Knowlton Center for Equine Science. Cares for horses under the guidelines of the Equine Science Department. Trains student workers engaged in similar activities involving the maintenance of the facility and the care of the horses.

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

- *Care for horses to protect their health and improve their appearance
- *Maintains records and charts
- *Assists with supervising and training of student workers
- *Maintains facility equipment and vehicles, keeps service records, performs or schedules preventative maintenance
- *Performs some carpentry and facility repairs
- *Cleans and beds stalls daily
- *Uses tractor with attachments to perform various field, arena and grounds maintenance
- *Bring in and turnout horses
- *Feeding and watering horses, managing supplements, basic equine first aid
- *Keep facility neat and clean at all times
- *Perform landscaping duties such as weed removal, planting, mowing, shoveling walks and driveways

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: High school diploma and minimum 2 years' experience handling horses.

CERTIFICATES, LICENSES, REGISTRATIONS: Ohio Driver's license; ability to get and maintain Decision Driving Certificate through Otterbein.

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; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.; must be able to use farm equipment and attachments; knowledge of power tools; knowledge of safety practices, precautions and occupational hazards associated with equine work; knowledge of basic equine first aid.

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 spend prolonged periods of time working in a dusty environment; able to reach, lift to 80 pounds; must be able to hear and make self heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines and with constant interruptions.

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.

This position is at an Equine Facility. Employees must work in all temperatures and weather conditions. The environment is very dusty. Going off premises for breaks is difficult due to time and distance constraints. A heated break room and lavatory are provided.

*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. **An EOE employer and Educator***