

Pine Mountain Lake Association Job Description

Job Title: Stables Lead
Job Code: 63
Department: Stables
Location: Equestrian Center
Shift: N/A
Reports To: Stables Manager
FLSA Status: Non-exempt
Prepared Date: 11/19/2020 mc

SUMMARY

The Stables Lead is the responsible party when the Stables Manager is not present for daily operations of the barn and grounds. The Lead works directly with the Manager to provide support for the stables. Important aspects of this operation include maintaining the highest level of customer service and appearance for the amenity and its staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Inspects and maintains barns, paddocks, outbuildings, fences, arena and other areas in the confines of the stables.
- Responsible for maintaining, cleaning and restocking supplies in restroom and lounge area.
- Maintains the facility picnic area benches, tables, barbeque pits, fence repairs, and lawn care.
- Submits work orders for major or specialized jobs to Maintenance Department.
- Inspects hay and grain storage for moisture, rodent control and potential fire hazards.
- Responsible for corralling loose horses to confines of area.
- Responsible for weed control and necessary trash and debris removal.
- Maintain courteous and professional conduct with boarders, members and guests.
- Communication liaison for the stables when the Manager is not present.
- Assist and coordinate with events as needed.
- Answers customer's complaints or inquiries.
- Oversees and monitors safety of staff, boarders, members and guests.
- Ensures the stables are organized and well maintained.
- Ability to work in various weather conditions.
- Coordinates stables event calendar with the Stables Manager.
- Regular, punctual attendance required.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

The Lead carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsible for assisting in the training of employees and assisting in directing work; addressing complaints and resolving problems.

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, GED or equivalent required. Two to three years related equine experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

- Ability to publicly speak – talking to others to convey information effectively.
- Ability to actively listen - Ability to write – communicating effectively in writing as appropriate for the needs of the audience.

MATHEMATICAL SKILLS

Ability to count money and calculate figures (e.g., discounts and sales tax)

REASONING ABILITY

The capacity to consciously make sense of things, apply logic, and adapt practices based on new or existing information.

OTHER SKILLS AND ABILITIES

- Equine knowledge – strong knowledge of horses and how to handle them safely.
- Ability to follow directions – carefully follows written and/or verbal directions and asks for clarification, if necessary.
- Time management skills
- Customer service skills

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 stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear, in addition to riding a horse. The employee must occasionally lift and/or move up to 100 pounds of hay, feed, saddles and various equipment.

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 occasionally works near moving mechanical parts, near horses, and in outside weather conditions. During snow conditions, feeding of pasture horses is required. The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.