

## **Pine Mountain Lake Association Job Description**

**Job Title:** Seasonal Stable Hand  
**Job Code:** 63  
**Employee Name:**  
**Department:** Stables  
**Location:** Equestrian Center  
**Reports To:** Equestrian Center Manager  
**FLSA Status:** Exempt  
**Prepared Date:** 4/24/2025 sa

### **SUMMARY**

Assists Equestrian Center Manager in maintaining horses, grounds and facilities consistent with requirements of organizational efficiency by performing the following duties. Season typically runs from May to September.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Feeds, waters and cleans up after horses
- Responsible for cash receipts, boarding forms, liability releases and other record keeping.
- Maintains and cleans lounge area
- Maintains water troughs in and around facility, cleans paddocks, breezeway and adjacent grounds
- Assists Stable Manager
- Observe and note changes in horse's appetite, disposition, habits and/or disposition
- Inspects hay and grain storage for moisture, rodent control and potential fire hazards
- Responsible for containing and capturing loose horses to confines of area
- Regular, punctual attendance is required, holidays may be required
- Other duties may 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**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Simple tool use and basic maintenance knowledge.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively before groups of property owners or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply bookkeeping practices.

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to prioritize and deal with problems involving several concrete variables in standardized situations. Ability to ask for help or questions when problems arise and no

immediate answer is available. Ability to learn basic concepts of horses including but not limited to: basic parts of horse, how to halter and lead horses safely, how to watch for illness or injury, how to read and carry out feed routines.

### **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 for firm grasping, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee may be required to work in inclement conditions. 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 inclement weather essential duties must still be carried out. 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.