

NEW CASTLE COUNTY GOVERNMENT

Number 0860

CLASS SPECIFICATION

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Date 10/30/20

Title: BARN MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory, administrative and general maintenance duties involving seven-day coverage relating to New Castle County's equestrian center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs supervisory, administrative, and general work relating to New Castle County's Equestrian Center and Carousel Park. The duties require the ability to perform heavy physical labor efficiently. This employee supervises employees working in the barn operation and works under general supervision. An employee in this class must express a willingness to learn and prepare for assignments of progressively increasing difficulty. This employee will be required to work a rotating shift and hours which shall include early mornings, nights, weekends, and holidays.

EXAMPLES OF WORK: (Illustrative only)

- Supervises and directs work of subordinate staff and volunteers;
- Assists with barn duties when necessary;
- Directs staff responsible for general stable maintenance in and around the buildings, barns, grounds, stable ring, pastures, and trails;
- Prepares required reports and inventories;
- Keeps management informed of any injuries, sicknesses, shoe loss, lameness, staffing issues, problems with horses, and equipment, and any other necessary information;
- Maintains updated files on all horses to include farrier dates, bills, and corrective shoeing of horses; veterinary notes on diagnosis and treatments, coggins tests vaccinations; bill of sales; trial period forms and other related information;
- Assists in purchasing materials and supplies;
- Assists in assessing the riding level of potential students;
- Assists in interviews of potential employees;
- Emphasizes safety in the workplace in order to avoid employee injuries;
- Develops monthly work schedules and records time sheets;
- Assists in training new horses, and retrains present stock as needed;

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- Schedules veterinary and farrier appointments;
- Assists the veterinarian and takes notes in reference to the treatment of injured or ill horses;
- Administers medications, injections, and toxic medications to ill or injured horses;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of safety policies and procedures; good knowledge of and ability to work with horses; some knowledge of or ability to learn a variety of maintenance and manual tasks; ability to perform mathematical calculations; ability to solve problems and deal with a variety of issues; ability to lift heavy objects; ability to understand simple oral instructions; ability to communicate courteously and effectively, both verbally and in writing; ability to perform heavy manual labor and routine work for an extended period under varying weather conditions; must be available to work days, nights, weekends and holidays.

MINIMUM QUALIFICATIONS: At least three (3) years of equestrian experience and/or training; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities. At least one (1) year supervisory experience.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent; must pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/01
Revised: 10/21/15
Revised: 08/26/19
Revised: 10/30/20