

HORSE TRAINER

DEFINITION

Under general supervision, coordinates, oversees, and participates in the operations, services, and maintenance activities of the District's horse unit; provides instructional and administrative support services for the horse unit; assists students and faculty in the care, feeding, and handling of horses.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Supervisor, Farm. May provide supervision, technical and functional oversight and training to student workers and staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for participating in the daily operations, services, and maintenance activities of the District's horse unit. Typical duties include training, caring, feeding, and handling horses, assisting students and faculty, and providing instructional support services for the horse unit. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Coordinates, oversees, and participates in the operations, services, and maintenance activities of the horse unit; ensures proper safety and security of the horse unit and related facilities, equipment, and grounds; monitors, evaluates, and adjusts activities in response to unit's needs; ensures activities comply with established standards, policies, and procedures of goals and objectives for the horse unit.
- Designs and implements training plans for each horse; trains horses for riding, work, and show; utilizes a variety of training methods and techniques to obtain desired results; monitors and records training progress and adapts training plans as needed.
- Oversees, develops, and implements production, breeding, feeding, healthcare, and safety practices and plans for the horses; creates and maintains pertinent records; participates in the development and implementation of methods and procedures for the care and training of the horses.
- Checks and monitors the health and condition of horses; provides general and preventative maintenance care; designs and implements nutrition programs; administers vaccinations and medications as needed; coordinates emergency and veterinary care as needed.
- Fits horses for tacks, harnesses, and other equipment.
- Monitors and ensures smooth and efficient operations and activities related to the equine center.
- Trains and provides work direction and guidance to assigned student workers and staff; prepares work schedules, assigns duties, and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures student and staff understanding of safety practices and procedures.
- Provides instructional support services pertaining to the horses; assists students with developing riding, driving, and performance skills; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment; participates in demonstrations of activities.
- Assists students and faculty in the use and operation of equipment and materials related to the horse unit; assists instructors with laboratories, including providing demonstrations and supplies.
- Builds, repairs, and maintains horse structures and facilities.

- Coordinates the sale of the farm's horses; researches current sales and market prices to establish prices; develops and arranges showing and delivery schedules; processes and accounts for sales revenue.
- Assists in developing budget figures for the unit; monitors and controls expenditures; monitors inventory levels of supplies and equipment; orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
- Communicates with District staff, students, and various outside agencies to exchange information and resolve issues or concerns.
- Prepares and maintains various records and reports related to students, horses, materials, inventory, and assigned activities.
- Drives a vehicle to transport horses as needed.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the horse unit.
- Practices, procedures, and techniques involved in training, breeding, feeding, healthcare, and safety practices of horses.
- Set-up, operation, demonstration, and maintenance of various tools and equipment used in horse farming operations.
- Basic sales and customer service practices and procedures.
- Methods, practices, and techniques of student learning and instruction.
- Basic principles of supervision and training.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Coordinate, oversee, and participate the operations, services, and maintenance activities of the horse unit.
- Plan, schedule, assign, and oversee activities of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Assist students and faculty in the use and operation of equipment and materials related to the horse farming operations.
- Coordinate, oversee, and participate in training, breeding, feeding, healthcare, and safety practices of the horses.
- Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the animal sciences program.
- Coordinate the sale and delivery of the horses.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District policies, procedures, and regulations.
- Make accurate business arithmetic computations; accurately process cash transactions.

- Estimate and order required supplies and equipment.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience working with or training horses.

Licenses and Certifications:

- A valid California Class A driver's license with the appropriate endorsements is required.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied horse farming tools and equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect horses and work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances and fumes and mechanical and/or electrical equipment and machinery. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. In addition to the above, as this position is located in the District's farm/agricultural area, there are additional environmental elements and potential hazards that are typical of this environment. These include: bio-hazards, dealing with livestock, farm equipment, and walking on slopes, wet surfaces, uneven ground, and navigating open fields which include: bumps, holes, etc.