

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Horse Barn TechnicianDepartment: Agricultural SciencesTime (FTE): 47.5 Term (months/year): 12Work Schedule (Days, Hours): TBDSalary Schedule (Range): 57

Background and Rationale (use back of form if additional space is needed): The Animal Science program utilizes the Equine Unit as the venue for labs for several courses offered to support the Animal Science and RVT curricula. In order to maintain the facility in a functional condition a HBT is essential.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.): N/A

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-312010-253000-010200 -2100 100 % Amount \$ \$32,820  
Account Number(s): \_\_\_\_\_ % Amount \$ 27,906.74

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signatures:**

B. Carlot  
1. Requesting Manager Signature  
Kelly Fowler  
Digitally signed by Kelly Fowler  
Date: 2023.06.06 11:57:04 -07'00'

5/25/23  
Date

Rebecca Herrera  
4. Human Resources Signature  
Date 8/10/2023

B. Boxer  
2. Division Vice President Signature

Date

Sokhary  
5. Vice President, Human Resources  
Date 8/10/2023

B. Boxer  
3. Chief Compliance/Budget Officer Signature

08/07/23  
Date

☒ Funding available ☐ Funding not available Position Number: CB9882 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

Martha Isaac  
6. Signature of President/CEO

August 15, 2023  
Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Rebecca Herrera  
Last day of employment: 5/23/23 ☒  
Reason for vacancy: Resigned  
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year 23-24  
☐ No Existing Job Description  
(Attach Draft of New Job Description)

☒ Classified ☐ Confidential  
☐ Supervisory ☐ Administrative

**\*\*For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: Instructional Labor - Classified UGF



## **HORSE BARN TECHNICIAN**

### **DEFINITION**

Under general supervision, oversees, and participates in the operations, services, and maintenance activities of the College's horse unit; provides instructional and administrative support services for the horse unit; trains students and volunteers in the care, feeding, and handling of horses in conjunction with the Horse Training Technician.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. 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 College's horse unit. Typical duties include caring, feeding, and handling horses, training students and volunteers, and providing instructional support services for the horse unit. Incumbents 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. This class is distinguished from the Manager, Farm in that the latter is responsible for organizing, assigning, supervising, and reviewing all work and staff involved in the horse unit.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

1. 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; repairs and maintains horse structures and facilities; 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.
2. 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.
3. Checks and monitors the health and condition of horses; provides general and preventative maintenance care; designs and implements nutrition programs; coordinates emergency and veterinary care as needed.
4. 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.
5. 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; fits horses for tack, harnesses, and other equipment.
6. Monitors and ensures smooth and efficient operations and activities related to the equine center; assists students and faculty in the use and operation of equipment and materials related to the horse unit; assists instructors with laboratories when requested, including providing demonstrations and supplies.



7. Assists in coordinating the sale of the farm's horses; researches current sales and market prices to establish prices; develops and arranges showing and delivery schedules; drives a vehicle to transport horses as needed.
8. Assists in developing budget figures for the unit; monitors and controls expenditures; receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
9. Communicates with College staff, students, and various outside agencies to exchange information and resolve issues or concerns.
10. Prepares and maintains various records and reports related to students, horses, materials, inventory, and assigned activities.
11. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
12. Performs other related or lower classification duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the horse unit.
2. Practices, procedures, and techniques involved in breeding, feeding, healthcare, and safety practices of horses.
3. Set-up, operation, demonstration, and maintenance of various tools and equipment used in horse ranch operations.
4. Basic sales and customer service practices and procedures; make accurate business arithmetic computations; accurately process cash transactions.
5. Methods, practices, and techniques of student learning and instruction.
6. Modern office practices, methods, and computer equipment and applications related to the work.
7. Record keeping principles and procedures.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

#### **Skills & Abilities to:**

1. Coordinate, oversee, and participate in the operations, services, and maintenance activities of the horse unit.
2. 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.
3. Assist students and faculty in the use and operation of equipment and materials related to the horse ranching operations.
4. Coordinate, oversee, and participate in breeding, feeding, healthcare, and safety practices of the horses.
5. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the animal sciences program.
6. Interpret, apply, explain, and ensure compliance with applicable federal, state, local and College policies, procedures, and regulations.
7. Establish and maintain a filing, record keeping, and tracking systems.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.



11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) full time equivalent years of experience working with or training horses.

**Preferred Qualifications:**

1. An Associate's degree in Horse Ranch Management.
2. A valid California Class B driver's license with the appropriate endorsements.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**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 ranch tools and equipment, and to operate a motor vehicle and visit various College 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents 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. Incumbents 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 College'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.