

City of Fort Worth, Texas Job Description

Classification Title	Equine Care Specialist		
Job Code:	ST5550	Job Family:	Service Trades
Pay Grade	510	Date Reviewed:	12/04/2021
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Provides required training to horses and riders assigned to the Police Mounted Patrol Unit. Performs support tasks to maintain the health and well fare of the facility for horses assigned to the Police Mounted Patrol Unit.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Lead and coordinate care for all equines including feeding and watering; stocking feed and supply bins; and updating animal feed schedules.
2. Provide initial and continued training of Mounted Patrol personnel.
3. Provide initial training for newly acquired horses, and ongoing training to all horses assigned to the unit as needed.
4. Oversee and prepare food and diets for the equines and feeding according to dietary guidelines and the feeding schedule. Research proper nutrition requirements including supplements for equines. Monitor the condition of the equines and work with the Veterinarian to adjust feed and supplements, when needed.
5. Provides training and guidance to Mounted Patrol such as washing, grooming and horse care including washing of saddle blankets and girth pad; cleaning of tack and any other care or maintenance required.
6. Review and inspect equipment to ensure proper function and safety; reporting any damaged equipment or repair needs.
7. Assist the unit Supervisor in evaluating mounted officer's riding and horse handling proficiency and report any additional training needed to the supervisor.
8. Responsible for the health of all horses, including administering medication (shots, pills) as directed by the veterinarian used by the mounted patrol unit. Transports horses to and from the specialized Veterinarian, as needed.
9. Complete periodic reports as directed by the unit Supervisor related to the assigned duties of the position. This may include training reports, horse reports, maintenance reports, etc.

10. Train, monitor and provide direction to Community Service workers and Volunteers assigned to assist the Mounted Patrol Unit in cleaning and maintenance of the facilities.
11. Assist in the evaluation of horses based on pedigree, behavior, and temperament to determine suitability for purchase.
12. As directed by Mounted Patrol supervisors, orders, receives and inventories all supplies.
13. 24-hour callback responsibility to complete assignments as directed.
14. Performs other duties as required by the General Orders, Mounted Patrol Standard Operating Procedures, or as directed by the Mounted Patrol supervisory staff.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic principles of anatomy, physiology and behavior of horses.
 - Basic principles and procedures of safe animal handling and restraint techniques.
 - Operational characteristics of horse equipment and tools.
 - Occupational hazards and standard safety practices.
 - Principles and practices of equine behavior and physiology.
 - Proper feeding and diet strategies of horses.
- **Skill in:**
 - Planning and prioritizing.
 - Problem Solving.
 - Observation and decision-making.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Operate a variety of equine equipment in a safe and effective manner.
 - Recognize symptoms and health problems of horses.
 - Maintain inventory of medical supplies and riding equipment.
 - Maintain and update a variety of accurate files, records and reports.
 - Provide responsible assistance in training and horse behavior.
 - Understand and follow oral and written instructions.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associates degree from an accredited college or university with major course work in Equine Science, Animal Science or a related field and two years of directly related experience in horse care and training in the equine industry or related field.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.