



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 517.1

Job Title: **STABLE ATTENDANT**

Pay Grade: 8

GENERAL SUMMARY:

Provides care for mounted patrol horses and stable facilities.

RESPONSIBILITIES:

- Feeds horses according to prescribed diet and prepares water bucket.
- Grooms and prepares horses for riding.
- Loads horses into trailers. Transports horses and police officers to and from community demonstrations and other activities or sites.
- Inspects and cleans stalls to maintain a sanitary environment.
- Maintains and stores medication inventory, tack and other equipment.
- Inspects horses for any health problems.
- Provides emergency first-aid to the horses and administers medication as directed by the veterinarian.
- Exercises horses daily.
- Leads and assigns routine tasks to community service workers.
- May perform other related duties as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are occasional exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Stable Attendant
Stable Supervisor

Effective Date: October 1990

Revised Date: November 2000