



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 517.2

Job Title: **STABLE SUPERVISOR**

Pay Grade: 14

GENERAL SUMMARY:

Supervises and coordinates efficient stable operations.

RESPONSIBILITIES:

- Supervises and/or performs the grooming and preparation of horses for riding.
- Schedules, directs and assigns tasks to personnel.
- Performs and/or directs maintenance of stables and vehicles.
- Provides simple routine healthcare for horses.
- Inspects and evaluates all horses for mounted patrol.
- Coordinates and schedules shoe and veterinarian appointments for the horses.
- Coordinates delivery of feed supplies with vendors.
- Supervises trustees.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate.

EXPERIENCE:

One year of experience in stable operations is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some 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.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. 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 representative 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: June 1996