

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

11-14-97

EQUESTRIAN FACILITY SUPERVISOR, 2352

Summary of Duties: Under the direction of the Officer-in-Charge, directs the activity of the police stable operations; supervises security personnel and employees engaged in the care, feeding and maintenance of horses used for the Police Mounted Unit; advises and assists with the purchase and training of the horses; provides equitation training for Mounted Unit personnel and does related work.

Distinguishing Features: A Equestrian Facility Supervisor is responsible for the training, maintenance and grooming of the horses forming the police mounted patrol unit, the maintenance and security of the stable facility and equipment, and the supervision of a group of employees engaged in caring for horses and, maintaining the stable facility and equipment. A Equestrian Facility Supervisor must work independently with little or no instruction. Employees in this class are exposed to hazards in the care and training of horses, and to the hazards of handling sick or injured horses.

Examples of Duties: A Equestrian Facility Supervisor:

- Supervises the day-to-day operation of the police stable facility consisting of a large number of horses, stalls, tack, and equipment;
- Directs and supervises the care and feeding of the horses and the cleaning of the stalls and grounds;
- Inspects the horses to determine if they are fit for field duty;
- Determines if veterinary care is needed and supervises the administration of prescribed veterinary treatment for sick or injured animals;
- Responds to on-duty and off-duty emergencies relative to sick or injured horses;
- Assists with the purchase and training of horses for field duty;
- Makes recommendations on shoeing needs, and maintenance of equipment;
- Orders supplies and equipment;
- Acts as a staff resource on equestrian skills and techniques;
- Coordinates public tours of the facility when requested.

May occasionally be assigned to other duties for training purposes or to meet technological changes

or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- The needs, characteristics, habits, food and water requirements of horses;
- The proper maintenance of tack and stable equipment;
- Different horse breeds and their suitability to police patrol work;
- Horse training techniques;
- Common minor ailments, diseases and injuries associated with horses;
- Common medical treatments for horses;
- Hazards of working with horses;
- Safety principles and practices.

A working knowledge of:

- Maintenance requirements of a stable facility;
- Principles of supervision;
- Laws and regulations related to equal employment opportunities and affirmative action.

A general knowledge of:

- City personnel policies, rules, and procedures;
- Memoranda of Understanding as they apply to subordinates.

The ability to:

- Properly judge horse stock;
- Observe and detect changes in the condition of horses which includes illness and conditions affecting the health and well being of the horse;
- Deal tactfully and effectively with the public and other employees;
- Work harmoniously with and supervise subordinate employees;
- Prepare reports and keep operational records.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

Four years of full-time paid experience in the operation and maintenance of a stable facility and in the purchase and training of horses.

License: A valid California driver's license is required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not

restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.