
Employee Name (Please Print)_____
Date

**Pine Mountain Club POA
Job Description**

Job Title: Wrangler/Stable Hand
 Department: Equestrian Center
 FLSA Status: Non-Exempt
 Reports to: Equestrian Center Manager
 Approved by: General Manager
 Approved date: 2018-02

SUMMARY

Care for rental string horses and escort members and guests on a safe ride through the forest. Care and maintain the Equestrian Center for cleanliness, along with the horses boarded at the center. The Wrangler's task is to totally handle the trail rides from tacking up the horse, leading the ride, and completing the requirements after the ride.

WORKING HOURS

Position may be seasonal, temporary, part time, on call and/or full time depending on the status change form. Weekends and holidays are required. Employee may be required to work overtime hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Lead trail rides.
- Property tack up horses for rides.
- Instruct riders to handle a horse properly.
- Match rider to horse.
- Control riders on the trail.
- Take care of horses and tack after rides.
- Insure horses are ready to ride and are not sick or lame.
- Feeding all horses morning and evening.
- Daily cleaning of stalls/check horses
- Daily cleaning of pastures-limits
- Cleaning water tanks & auto waters
- Reporting hazards or unsafe conditions

Employee Initials _____

Dept. Manager Initials _____

- Maintenance work: Fix fences, water tanks, barns and sprinkler heads
- Monitor the horses throughout the day (especially in snow and rain)
- Turnout horses/payable service
- Perform various payable services
- Landscaping
- Drive Gator, tractors, etc.
- Maintain a satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Attend safety meetings as required
- Perform other duties as prescribed by Management.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

Ten years' experience recommended.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must possess valid California Driver's License and maintain a good driving record. Employee must also be CPR and first aid certified.

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. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

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. The noise level in the work environment is usually moderate.

Employee Initials _____

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TOOLS & EQUIPMENT USED

Anything to do with caring for horses, riding, controlling, and cleaning them, etc. Shovels, racks, and cleaning of stables and grounds equipment, two way radios.

EQUAL OPPORTUNITY EMPLOYER

It is PMCPOA’s policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, sexual orientation, Vietnam era Veteran status, marital status, or age. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

EMPLOYMENT AT WILL

California is an ‘at will’ employment state, meaning that an employer or employee may terminate the employment relationship at any time. Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

Equestrian Center Manager Signature

Date

Employee Initials _____

Dept. Manager Initials _____