



Forest Preserve District of DuPage County

JOB DESCRIPTION

Job Title: Equestrian Barn Supervisor	Job Code: 5560	FLSA Status: Exempt	Pay Grade: H-2
Department: Community Engagement	Unit: Danada		
Reports to: Equestrian Education Manager	Direct Reports: Equestrian Assistant		

Job Summary

This position coordinates stable operations, provides oversight of equine health care and coordinates the daily operations of the Danada Equestrian Center.

Essential Duties and Responsibilities:

- Supervise assigned personnel in stable operations and horse care.
- Perform administrative and recordkeeping duties related to the facility and programs including horse health records.
- Coordinate the volunteer program, update the training manual, develop safety policies, organize recognition activities, and train volunteers.
- Plan, develop and conduct equestrian events and workshops.
- Facilitate procurement and upkeep of supplies, which involves the transportation of materials and District equipment among District sites.
- Oversee and coordinate all professional equine health care providers. Administer injections and monitor vital signs of horses. Perform basic and emergency care of horses.
- Coordinate the operation of the facility and perform related chores, such as fixing fences, mowing fields, and moving manure, which involves the operation of heavy equipment.
- Provide ongoing feedback, coaching, and counseling in a constructive manner, and confront challenging situations directly with a positive approach, aiming to support and mentor employees in their development and progress.
- Resolve and rectify issues, prioritize based on gravity and urgency, analyze the root cause, gather relevant information, develop and evaluate viable solutions, decide on the most effective and logical solution, and plan and execute implementation.
- Supervise staff, including hiring, scheduling, and assigning work, reviewing performance, and recommending salary increases, promotions, transfers, demotions, corrective actions, or terminations.
- Foster a working environment that promotes safe work habits; Become familiar with and observe all applicable safety rules, policies, and work procedures; Follow all safety rules that pertain to the duties performed and support all aspects of the District’s safety and risk management program; Keep work area clean, orderly, and free of hazards; Immediately report all unsafe conditions and incidents.
- Maintain a supportive working environment and demonstrate a desire to exceed the expectations of internal and external customers.
- Perform other duties as required.

Requirements:

- Technical Training in Equine Science/Management or related field; 4-6 years of related experience with 1-4 years of direct supervisory experience (Includes: training and coaching, responsible for preparing evaluation, assigning work, responsible for work of employee supervised); or equivalent combination of education, training, and experience.
- Ability to obtain a Class A (CDL) Commercial Driver’s License within six (6) months of employment.
- Knowledge of stable operations and horse farm management, including pasture maintenance.
- Competence in developing, preparing, and delivering equestrian education programs to various age groups.
- Valid Driver’s license in good standing.
- Must have and maintain CPR, AED, and First Aid certification or obtain upon hire (training provided).
- Must have and maintain Illinois Mandated Reporter certification or obtain upon hire (training provided).

- Knowledge of general equine care and handling methods, including behavior, anatomy, and the ability to recognize signs and symptoms of injury and illness.
- Understanding of occupational hazards and adherence to safe work practices.
- Proficiency in working with tools and equipment, including power tools.
- Proficient in documenting observations in a thorough and objective manner.
- Effective communication skills, both verbally and in writing.
- Demonstrated ability to exercise sound judgment, especially in engaging with others and responding to animal behavior problems and emergency situations.
- Comfort and competence in working with and around potentially dangerous machinery and farm equipment.
- Capability to work in close proximity to potentially dangerous and unpredictable animals.
- Strong interpersonal skills, allowing for courteous, respectful, and productive interaction with supervisors, fellow employees, volunteers, visitors, and participants.

Physical Demands and Work Environment Requirements:

The physical demands that must be met by an employee to successfully perform the essential functions of this job include:

Activity	None	Under 30%	30% to 60%	Over 60%
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		
Must be able to lift or move up to	100 Lbs.			
Work environment	This position requires working indoors and outdoors in all weather conditions. In this position, there is exposure to uneven terrain, working in pastures and barns, handling power tools, loud noise, machinery, dust, smoke, and large animals.			

Acknowledgment

The above is intended to describe the general content and requirements for this position's successful performance. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Incumbents may be required to perform other position-related responsibilities and duties other than those stated herein. Consistent and regular attendance is essential for the successful completion of the duties of this position. The job description does not constitute an employment agreement between the employer and employee and is subject to change according to the organization's business needs.

Employee: _____ Date: _____

(Employee signature indicates the employee's understanding of the requirements, essential functions, and duties of the position.)

The Forest Preserve District of DuPage County is committed to fostering a diverse and inclusive workplace built on a foundation of respect, integrity, teamwork, and excellence. Our organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OFFICE USE ONLY			
REVISION DATE: 4/20/2024		LAST REVIEWED DATE:	
Regulatory Descriptors			
Department: Community Engagement	EEO JOB FUNCTION: 6	EEO JOB CATEGORY: Technicians	WC CODE / DESC: 8279
Status: Full Time	Authorized Driver: Yes		