

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

5/24/07

EQUINE KEEPER, 4322

Summary of Duties: Cares for horses assigned to the Los Angeles Police Department's Mounted Platoon; observes and reports on equine behavior, conditions of illness, and other signs reflecting the animal's well being; dispenses medication and performs treatment at the direction of the Veterinarian, or lead Equine Keeper, or Equestrian Facility Supervisor; maintains and repairs all equestrian tack plus equipment used for facility maintenance; maintains and keeps the facility grounds and transport units in an aesthetically pleasing manner; cleans and maintains individual horse stalls; prepares and/or dispenses feed and dietary supplements; may prepare horses for details; may transport horses to and from details; may supervise or act as a lead worker to staff involved in the above work; and performs other related duties.

Distinguishing Features: Employees of this class follow established procedures, and must be conscientious in attending to the work, as horses may be unpredictable. Employees are responsible for all the horses, and must be alert to changes in behavior and to public misconduct in order to safeguard the health and safety of the animals.

Examples of Duties: An Equine Keeper:

- Prepares food, special diets and supplements for horses as instructed;
- Feeds horses according to a fixed schedule;
- Recommends changes to a horse's diet as necessary;
- Cleans and disinfects horse stalls, feeders, and water dispensers;
- Cleans offices, laundry facilities, lunch rooms and rest rooms;
- May prepare horses for field deployment as directed;
- May warm up horses for field deployment;
- May exercise or ride horses on a daily basis per trainers' request;
- Loads, unloads, and transports horses to and from details;
- Enters enclosures of unpredictable animals, weighing 1000-1500 pounds, to clean stalls and/or remove or assist injured equine;
- Observes and reports on equine behavior and conditions of illness and other signs reflecting their well being;
- Administers medical treatment to equine as directed;
- Assists in treating sick or injured equine;
- Maintains equine facility (BARN);
- Collects and disposes of waste;
- Prevents public misconduct on the grounds;
- Uses common hand tools in making minor and/or emergency repairs to equipment and the facility;
- Assists in the care of landscaped areas;
- Assists the Veterinarian in the treatment or euthanization of horses;

- Occasionally drives a light, medium, or full-size truck weighing 1½ to 2 tons with trailer hitch to transport up to four equines, or operates a tractor in the performance of duties;
- Cleans, maintains, and repairs equestrian tack;
- Washes transports to maintain an acceptable appearance;
- May train new Equine Keepers in the performance of the above duties;
- May supervise or act as a lead worker to staff involved in the above duties; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: It is desirable that an Equine Keeper have the following knowledges and abilities:

Knowledge of:

- Common minor ailments, diseases and injuries of horses;
- Hazards of working with large animals;
- Techniques and developments in handling and schooling horses;
- Maintenance requirements of equine housing;
- Application of basic first aid;
- Equine nutritional needs;
- Use of commercial cleaning compounds and their proper application;
- Effective safety principles and practices;
- Supervisory principles and practices; and
- Techniques of training, instructing and evaluating subordinate personnel.

The ability to:

- Follow written and oral instructions;
- Use common hand tools in making repairs, minor alterations and additions to facility and grounds;
- Maintain facility in a neat and appropriate manner;
- Observe and detect changes in the conditions of horses which may indicate illness or conditions which affect the health and well being of the horses;
- Think clearly, calmly and to react quickly in stressful situations;
- Work independently with minimal supervision;
- Handle large animals;
- Lift a saddle to tack up the equines for details;
- Prepare equines for field details;
- Drive a car, 1½ to 2 tons truck with trailer hitch, or van;
- Transport equines to and from field details;
- Interact tactfully and effectively with the public;
- Make presentations and provide information to special groups or media visiting the Mounted Platoon;
- Prepare reports and keep operational reports;
- Supervise or act as lead worker to others in the unit; and
- Enforce rules and department policies, and promote the interests of the Mounted Platoon.

Minimum Requirements:

One year of full-time paid experience in the care and maintenance of equine and/or an equine facility.

Note: In addition to the above requirement, an Equine Keeper will be required to successfully complete the Los Angeles Police Department Mounted Platoon Basic Training for Equine Keepers during the probationary period.

Licenses: A valid California driver's license and a good driving record are required. Successful applicants will be required to obtain a Class A driver's license during the probationary period.

Physical requirements: Strength to perform medium to heavy lifting up to 50 pounds maximum and occasionally over 75 pounds; good speaking and hearing ability.

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 depend, 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.

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 all of the duties and responsibilities of any position shall be.