**Title:** Equine Manager  
**Code:**  
**Division:** Livestock Management  
**Effective Date:** 4/19/2016  
**Departments:** Events  
**Last Revised:**

### GENERAL PURPOSE

Assist with equine facilities and events at the Park County Fairgrounds, and Park County Events Department and fair events in other locations. Ensure applicable laws, rules, regulations, policies and procedures are being followed. Assist with planning, set-up, implementation, and cleanup of equine events and facilities. Assist with set up, management and take down sound systems for equine shows and events. Assist with oversight of equine arenas, corrals, show rings, alleyways, barns, wash areas, bunkers, and surrounding areas for designated events, including the Park County Fair. Assist with cleaning and preparation of equine areas as needed. Assist with production of equine shows, clinics, trainings and other events for the Park County Fair. Assist Barn Boss, equine superintendents, clerks and exhibitors as needed. Assists equine judges prior to, during, and after shows.

### SUPERVISION RECEIVED

Work under the direct supervision of the Events Coordinator.

### SUPERVISION EXERCISED

None, but may serve as a project leader or provide guidance to other department staff.

### ESSENTIAL FUNCTIONS

Work closely with the Park County Events Department Barn Boss, Livestock Assistant, Sound Engineering Technician, Grounds Crew Supervisor and Laborers, Security Supervisor and Security Guards, and the Park County Buildings and Grounds Department, etc.

Ensure facility and event rules, regulations, policies and procedures are being followed as all times. Report instances of abuse of the above.

Assist with the production of equine shows, clinics, trainings and other events for the Park County Fair, as well as other equine events at the Park County Fairgrounds. Assist with the operation of the fair horse shows, including but not limited to checking in and checking out equine, assisting with equine health inspections, clerking shows, ensuring established facility and event policies, procedures and rules are followed.

May assist with operating computers and other electronic devices and operating fair/event specific software for the tracking of fair placings, premiums, awards, etc.

Must be able to set up, manage, utilize, take down and properly store sound systems used for outdoor and indoor equine events.

Assist with various duties inherent to the set-up; cleaning; cleanup; and security of equine barns, arenas, corrals/show rings, bunkers, and surrounding areas, etc. for designated equine events, including the Park County Fair. Assist with setting up bleachers, tables and chairs, water/beverage stations, cover/shade, panels, bedding/shavings, and sound systems. Monitor equine bedding.

Assist with equine check-in, check-out.
Assist with ensuring facility and event policies and procedures are followed by exhibitors, patrons, staff, volunteers and others. Adhere to facility and event policies, procedures and rules.

Provide excellent customer service to internal and external customers and suppliers.

Assist with monitoring and checking all equine daily to ensure safety. Assist with ensuring equine are being properly cared for, fed and watered.

Assist in recognizing symptoms of disease, injury, mistreatment and abuse in equine, and reporting such issues immediately.

Assist with securing barns and animals nightly, and opening the barn facilities as needed according to the event schedule and facility and event policies.

Be familiar with fairgrounds and facilities in general and the activities and events, including the Park County Fair, in order to address questions from exhibitors, patrons and other visitors regarding general directions and emergency issues relating to maintenance, personal safety and livestock safety.

Assist superintendents, clerks, exhibitors and staff with access and restrictions to barn facilities and animals as needed, in accordance with facility and event policies.

Assist in identifying and minimizing risks to individuals, livestock and animals, and equipment. Assist with traffic flow, evacuations and other crowd and livestock management duties. Reports suspicious activities and suspected violations of policies, as well possible violations of local, state and federal laws, and ordinances, etc.

Assist with oversight of equipment such as stalls, pens, panels, gates, fans and electrical are in good working order. Report any issues immediately. Must report any equipment malfunctions immediately.

Ensure materials and practices adhere to event policies.

Always be friendly and courteous in dealing and conversations with the general public, volunteers and other staff members.

Communicate issues, challenges and deficiencies to supervisor that prevent successful completion of assigned tasks, projects or duties, goals, objectives or action plans.

Maintain a regular and punctual attendance. Must be able to work flexible hours including nights and weekends.

Perform any other duty or task as assigned.

QUALIFICATIONS

1. Education and Experience:
   A. Graduation from high school or equivalent preferred.
   B. Valid driver’s license required.
   C. Reliable transportation required.
   D. Must be 16 years of age required; 18 years of age or older preferred.

2. Required Knowledge, Skills, and Abilities:

   Strong work ethic required.

   Must follow department / division dress code.
Ability to grasp and manipulate barn and equine/livestock equipment and similar other tools and materials.

Must be experienced in general equine management and best practices.

Must have ability to read and understand facility and event policies, procedures, and rules. Must have willingness and leadership skills to follow and ensure others follow event policies, procedures, and rules.

The ideal candidate will be proactive, optimistic team player, have a positive attitude and the ability to multi-task as well as the following:

Must be able to communicate effectively with public, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public. Must be able to read and understand written information. Ability to write legibly and understand and apply specific rules. Must be able to comprehend and execute instructions.

Prior training and experience operating bobcat/skid steer experience, tractor and commercial truck operation experience preferred.

3. Special Qualifications:

Basic understanding of sound and experience in the basic techniques of sound, as they refer to basic sound systems used by the Park County Events Department, is preferred. Must be able to set up, manage, use, take down and properly store sound systems used for outdoor and indoor events.

Previous supervisor, customer service preferred.

Must pass background check.

May be required to drive County vehicles and equipment in performance of job duties.

4. Work Environment:

Generally working outside in hot/cold conditions, and possible inclement weather.

Tasks require a variety of physical activities involving walking, standing, stooping, climbing, lifting, reaching, balancing, kneeling/bending, crouching, crawling, twisting, talking, hearing and seeing. Ability to lift and carry burdens weighing up to 50 lbs. on a daily basis and push and/or pull burdens of minimal weight up to 30 lbs.

Requires some climbing and lifting, dealing with the public and walking within the facility for extended periods of time.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _______________________________ have reviewed the above job description. Date:__________ ______