

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Stable Attendant

**CLASS CODE:** 2577

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification provide care and feeding of horses in the Mounted Patrol of the St. Louis Metropolitan Police Department.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey level classification in the Police Services Series - Adjunct Group job family within the City of St. Louis. Incumbents within this classification perform routine duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for the day to day care of horses including feeding, grooming, medicating and general health inspection.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Waters and feeds horses; mixes and apportions feed and supplements according to feeding instructions and schedules.

Examines and observes animals to detect signs of illness, disease or injury; collects specimen samples and performs basic tests when disease is suspected.

Provides treatment to sick or injured animals according to veterinarian's instructions; mixes and apportions medications according to specific instructions or prescriptions.

Maintains log of horses to be shod and assists farrier in this process.

Grooms horses daily; washing, brushing, clipping, trimming, currying, cutting nails and cleaning ears. Exercises horses that have not been on patrol.

May transport horses utilizing trucks and horse trailers.

Cleans, organizes, maintains and disinfects animal quarters including stables and stalls, replenishing bedding of wood shavings; hooks, unhooks and cleans horse trailers.

Orders, unloads and stores food and supplies; maintains security of the building.

Completes reports and other records; answers phones and takes messages.

Maintains grounds and buildings; does facility laundry.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

#### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as other Stable Attendants, on how to apply policies, procedures and standards to specific situations.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a motor vehicle, bob-cat, personal computer, copy machine and/or other materials used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and work place rules including work orders, use of horse/animal terminology and other non-routine correspondence.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division.

#### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable. Requires skill in recognizing disease symptoms. Requires considerable skill in handling animals.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions such as dirt, dust, allergens, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, animals/wildlife, bites or disease.

**Physical Requirements:**

Requires the ability to handle/manipulate horses; lift, carry, push and pull twenty (20) to fifty (50) pound saddles, supplies and feed. Requires the ability to stoop, bend and twist.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors to evaluate animals' condition and communicate with others.

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