

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Ellis House and Equestrian Center Horse Stable and Grounds Maintenance Worker

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Ellis Equestrian Center Manager and Ellis Equestrian Center Program Coordinator

**EFFECTIVE DATE:** February 16, 2016

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**SUMMARY:**

This part time position provides support for horse care, and the maintenance of facilities, grounds, and support of special events and programs at Ellis House and Equestrian Center for the Kendall County Forest Preserve District (“the District”).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential duties for this seasonal or part time position shall include, but not be limited to the following:

- Assists with animal care activities at Ellis including, but not limited to feeding, watering, and clean up stalls and pasture areas for horses and other live animals.
- Performs basic horse care including handling, grooming, nutrition, stall cleaning, hoof care, parasite control, minor wound/injury treatment, and care of riding equipment under the supervision of Equestrian Center staff.
- Provides assistance with supporting youth and adult riding lessons and pony ride events by preparing tack and grooming horses; summer camps by supporting camp instructor-led activities, and other equestrian programs under the direction of Equestrian Center staff.
- Assists with facility maintenance of the Ellis House, stable, storage barn, riding arena(s) and pastures, including relocation of hay bales for hay loft storage and daily feeding.
- Supervises, works with, and provides instruction to volunteers, as needed.
- Communicates the District’s policies and procedures to volunteers.
- Performs grounds and building maintenance and custodial services at Ellis House and Equestrian Center (“Ellis”) including, but not limited to the following:
  - Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, miscellaneous lawn maintenance activities, landscaping projects, natural area management, and trail maintenance.
  - Gathering, loading and hauling refuse and vegetation from grounds and user areas.
  - The use, maintenance, and repair of tools of the trade (both powered and non-powered equipment as well as heavy equipment) including, but not limited to a power washer, chainsaw, and other mechanical hand tools.
  - Preparing building and special event facilities for reserved uses at Ellis by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions.
  - Inspecting, maintaining and repairing District restrooms including daily cleaning and trash removal.
- Safely and effectively operates District vehicles, tools and equipment including, but not limited to, small dump trucks, sod cutters, rototillers, trimmers, sweepers, front end loaders, air sprayers, power washers, and other mechanical tools.
- The inspection, maintenance, and repair of District restrooms including daily cleaning and trash removal;
- Assists with the setup, takedown and staffing of Ellis rental and program events including but not limited to weddings, birthday party programs, house rentals, summer camps.
- Maintains a safe and clean work environment at all times and enforces all of the District’s safety rules and barn policies.
- Communicates with equestrian program campers and students, the public, and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
- Participates in emergency preparedness and response activities as needed.

- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- No supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

**A. EDUCATION and/or EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.
- Prior work experience in grounds management or similar roles preferred.

**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, material safety data sheets, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

**C. MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to measure volume.

**D. REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

- A valid and current Driver's License is required.
- A valid Illinois Pesticide Applicator's License or, in the alternative, obtain a valid Illinois Pesticide Applicator's License within ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

**PHYSICAL DEMANDS:**

- Employee must frequently sit, stand, bend, reach and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Employee must be able provide instruction from a walking or horse-mounted position for extended periods of time.
- Employee must frequently lift and/or move up to 75 pounds.
- Employee must be able to use hands and fingers to finger, handle, feel and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderately quiet, and frequently loud when operating grounds maintenance equipment.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency, programming events and/or any other special events. This includes some evenings and weekends.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee will be exposed to live animals such as horses on-site.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle and other heavy equipment to perform assigned job duties.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District