

**Position:** Equestrian Maintenance Supervisor

**Status:** Regular full-time, non-exempt

**Reports to:** Director of Buildings and Grounds

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## Position Summary

Responsible for performing skilled maintenance, repair and improvements primarily to the equestrian center facilities and grounds owned and operated by the Westmoreland Davis Memorial Foundation, Inc. Requires weekend and after-hour event support, property security, and emergency maintenance repairs. Must be able to self-motivate, multi-task, and safely operate maintenance equipment. Work is subject to environmental conditions, extreme cold and heat, noise, vibration and working in hazardous conditions.

## Position Qualifications

- One or more years of supervisory experience.
- One or more years of equestrian facilities related work experience.
- One year or more of equestrian event preparation.
- Good communication skills and outstanding interpersonal skills.
- Ability to work independently as well as effectively with a multi-disciplinary, multi-contractor team and function effectively in a rapidly changing environment with minimal supervision.
- Ability to work weekends and after-hour event support.
- Must have a current/valid Driver's License and be an insured driver.
- High school diploma or equivalent.

## Primary Duties and Responsibilities

*(May not include all duties performed.)*

- Supervise a three-to-five person crew dedicated to the equestrian facility and events.
- Plan, schedule and coordinate equestrian event set-ups and break-downs with the Equestrian Center Manager and Director of Buildings & Grounds.
- Be the contact person for all equestrian maintenance related activities.
- Demonstrate a superior work ethic and attitude.
- Ensure adherence to quality standards and health and safety regulations.
- Routine duties, which include but are not limited to:
  - Equestrian:
    - Water and drag indoor and outdoor arenas weekly.
    - Perform barn checks before and after events and make necessary repairs.
    - Prepare rings for rentals (*indoor, outdoor and polo arenas*).
    - Pick up and empty muck bins.
    - Event set-up (*set dressage rings, show jumps, plants, boxes, fences, judges stands, portable restrooms, roping, trash receptacles, muck bins, set-up tents, sound systems, X-Country mowing, staking, flagging etc.*).

- Event break down and clean-up (*break down and pick-up everything, wash everything by hand, put jumps and rings in trailers, pick up trash, muck arenas, water and drag arenas*).
  - Arena repairs and routine maintenance.
  - Hanging signs and banners.
  - Clean-up, regrade and drag stone dust pathway.
  - Mow around barns and arenas.
  - Maintain equipment (*water truck, arena equipment and mowers*).
  - Repair jumps and facility structures.
- Additional Responsibilities may include
    - Repair and upkeep of the equestrian center including all buildings and grounds (*e.g. lighting issues, plumbing problems, broken locks, water and flooding issues, fence repairs, ceiling repairs, roof repairs, painting, replacing doors, tub repairs, trash removal, yard clean-up, mowing, and move-out clean up, etc.*).
    - Cleaning activities such as dusting, mopping, etc.
    - Equipment maintenance, service, cleaning and proper storage.
    - Participation in varied and different projects and tasks across the Morven Park property when required (*e.g. renovations, general property maintenance*).
    - Use of essential equipment such as hand tools, drill presses, welders, air compressors, jack hammers, tampers, trash pumps and generators, forklifts, dump trucks, saws, skid steer, and backhoes while performing essential duties.
    - Snow, ice, tree/limb, etc. removal to keep site open and safe for residents, staff, clients and pedestrians.
    - Support for emergency maintenance concerns and repairs, including after-hours. Perform other related duties and activities as required.

## Essential Skills and Experience

- Knowledge of standard practices, methods, tools, materials and equipment used in property and building maintenance.
- Experience with light electrical, plumbing, and basic carpentry.
- Basic English grammar, spelling, and usage and general arithmetic and mathematic principles.
- Ability to read diagrams, maps, and work orders.
- Use and maintain tools and equipment associated with building maintenance.
- Be organized, neat and detailed oriented.
- Use a computer, word processing, spreadsheet program or other application software as required.

## Physical Requirements

- Effectively communicate and interact with other employees and the general public.

- Perform work in all types of weather, often for long periods of time.
- Transfer machinery, equipment, and supplies in excess of 50 pounds.
- Perform work safely under conditions involving vehicular and animal traffic.
- Must be able to walk, climb stairs and ladders, kneel, bend, squat and walk over rough and uneven terrain, and work at heights.

**To apply, send a resume to [MorvenParkEmployment@MorvenPark.org](mailto:MorvenParkEmployment@MorvenPark.org).**

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