

DEPARTMENT: TEMPORARY GROUNDS MAINTENANCE STAFF (NON - TRADE)

POSITION: **HORSE AREA (ARENA AND STALLS) CREW**

LOCATION: CLARK COUNTY FAIRGROUNDS

DESCRIPTION: Individuals assigned to this position will be required to work with and around live animals, specifically horses of various breeds and size. Other associated duties will include, but not be limited to:

Handing out bedding materials such as shavings.

General cleaning such as sweeping the arena floors, cleaning and wiping

Down the announcer booth and other related areas.

Cleaning out stalls.

Bedding stalls.

Cleaning up animal waste.

Being able to recognize animals in distress or with illnesses.

It would be ideal to have an extensive familiarity with horses.

POSSIBLE RISKS/HAZARDS ASSOCIATED WITH THIS POSITION:

- Slips, trips or falls from wet surfaces or uneven floor or ground surfaces.
- Animal bites.
- being kicked or struck by horses.
- Back injuries from improperly lifting.

POSSIBLE SAFEGUARDS FROM RISKS OR HAZARDS:

- always be aware of your surroundings. Use caution when working on uneven Surfaces or in wet location.
- Be familiar with horses and their behavior.
- always use proper lifting techniques and team lifting when necessary.

JOB GUIDE

GENERAL RULE FOR ALL POSITIONS AND ASSIGNMENTS:

No Temporary employee will be allowed in any location where commercial vendors or exhibitors are located until that location or area is open to the general public. Exceptions as needed will be determined by Clark County Fair staff or management only.

1. Employee will check in at Maintenance Dispatch Office prior to start of assigned shift. Employees are requested to report at least 15 minutes prior to start of shift.
2. Employee who requires a day off, other than emergencies, will be required to give a two (2) Days notice. Day off request on weekends will generally not be granted. Exceptions will be considered on a case by case basis.
3. Any employee who is unable to report for a shift is required to call the Maintenance Office and let the office staff know as soon as possible. If request is for an extended period of time it may be necessary to hire a replacement worker.
4. Prior to beginning the shift, Supervisors will:
Ensure employees are in possession of their employee ID and that it is properly Displayed.
Each employee is appropriately dressed.
Each employee understands all job assignments and requirements.
Each employee is assigned to a team.
Each employee knows when and where designated break and lunch periods are.
Each employee shall be given the opportunity to ask questions and have a clear Understanding of all instructions.
5. Supervisor will assign work areas, give appropriate safety briefings and make sure employees have all necessary supplies and equipment to perform assigned tasks. All equipment assigned to employees will be inspected prior to check out for condition and serviceability. It will be inspected when turned in and will be required to be turned in the same manner as issued. If equipment is deliberately damaged or it is determined lost due to employee negligence that employee may be required to pay for the lost or damaged equipment.
6. Employee will be directed to their assigned area by their Supervisor. Supervisor will determine if employee requires any personal protective equipment and issue it as required.
7. After reporting to assigned area, employee will ensure that their assigned areas are clean. Employee will conduct continuous rounds throughout the shift of assigned area as instructed by Supervisor.
8. Supervisor will ensure that all employees are given instructions on how, when and where to report injuries and/or seek medical assistance as required.
9. Supervisor will ensure that all employees know the correct procedures for identifying and reporting any job hazard or safety concern in a timely manner.

GENERAL RULE FOR ALL POSITIONS AND ASSIGNMENTS:

10. At the end of assigned shift, employee will clock out through the Maintenance Dispatch Office.
11. Supervisor will ensure that all employees are treated in a courteous, respectful manner. This includes employee to employee, Supervisor/Manager to employee, employee to guest and guest to employee.
12. After review and investigation by the appropriate level of management, any employee involved in inappropriate actions or behavior will be subject to dismissal.
13. Any employee having difficulties or grievances related to their job, their assignment or another employee should immediately report to their Supervisor. If for any reason you are uncomfortable doing that, should contact the Ground Operations Manager or Clark County Fair Executive Director for action. This can be done at any time by requesting to see or speak to that individual without explaining to anyone why or fear of any form of reprisal. If you seek to report anonymously, you may call the Ground Operations Manager at (360) 397-6180 ext. 3470 or the Clark County Fair Executive Director (360) 397-6180.