

NEW CASTLE COUNTY GOVERNMENT

Number 0865

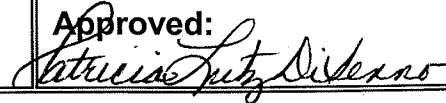
CLASS SPECIFICATION

Page 1 of 2

Date 04/05/02

Title: SPECIAL SERVICES SPECIALIST I

Approved:



GENERAL STATEMENT OF DUTIES: Performs general maintenance duties involving seven-day coverage relating to special facilities of New Castle County Government; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine work relating to special facilities of New Castle County Government. The duties require the ability to do heavy physical labor efficiently. This employee works under direct supervision. The details of each specific assignment are laid out and the work is checked upon completion. An employee in this class must express a willingness to learn and prepare for assignments of progressively increasing difficulty. This employee will be required to work a rotating shift and hours which shall include early mornings, nights, weekends, and holidays.

EXAMPLES OF WORK: (Illustrative only)

- Performs general maintenance duties at any of the County's facilities, in particular New Castle County's equestrian center;
- Waters horses and measures, mixes, and apportions feed and feed supplements according to feeding instructions;
- Exercises horses as needed;
- Feeds appropriate hay as required;
- Washes, brushes, trims, and curries horses' coats to clean and improve their appearance;
- Cleans barns and stables, replenishes bedding, and stacks loose hay and bales of hay;
- Turns horses out and brings them in from the pasture;
- Unloads and stores feed and supplies;
- Cleans saddles and bridles and other related riding equipment and checks for defects;
- Prepares horses for public riders by properly tacking them up as scheduled and requested;
- Moves furniture and equipment;
- Assists in planting and working ground around trees, shrubs, and flowers;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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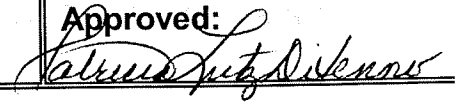
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- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of and ability to work with horses; some knowledge of or ability to learn a variety of maintenance and manual tasks; ability to perform minor mathematical calculations; ability to lift heavy articles; ability to understand simple oral instructions; ability to communicate courteously and effectively, both verbally and in writing; willingness to perform heavy manual and sometimes routine work for an extended period under varying weather conditions; ability to pass a Class II County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least six months general work experience, preferably equestrian experience, and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent where the duties of the position include driving a vehicle; ability to pass a security check.

HISTORY OF REVISIONS:

Established: 07/01/01
Revised: 04/05/02