# ETRC Assistant Facility Manager

## Posting Details

<table>
<thead>
<tr>
<th>Posting Detail Information</th>
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<tbody>
<tr>
<td><strong>Working Title</strong></td>
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<tr>
<td><strong>Position Location</strong></td>
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<tr>
<td><strong>Is this position eligible for hybrid or remote work?</strong></td>
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<tr>
<td><strong>Research Professional Position</strong></td>
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<tr>
<td><strong>Posting Number</strong></td>
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<tr>
<td><strong>Position Type</strong></td>
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<tr>
<td><strong>Classification Title</strong></td>
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<tr>
<td><strong>Number of Vacancies</strong></td>
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<tr>
<td><strong>Work Hours/Week</strong></td>
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<td><strong>Proposed Annual Salary Range</strong></td>
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<td><strong>Employee Benefits</strong></td>
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<td><strong>Desired Start Date</strong></td>
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<td><strong>Position End Date (if temporary)</strong></td>
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<td><strong>To ensure full consideration, applications must be received by 11:59pm (MT) on</strong></td>
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<tr>
<td><strong>Description of Work Unit</strong></td>
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<td><strong>Position Summary</strong></td>
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| **Required Job Qualifications**   | - Bachelor’s degree completed by start date  
- Minimum two years of experience in animal care and management with active involvement  
- Minimum one year of experience in facility maintenance and repair  
- Proficiency with MS Office Suite (Outlook, Word, Excel)  
- Effective communication skills  
- Demonstrated organizational abilities and attention to detail such as the ability to maintain high quality records and other data management 
- Demonstrated ability to interact professionally with faculty, staff, students, clients, and government agencies and representatives  
- Must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date  
- Must be able to work a flextime schedule to include extended hours, nights and weekends, as necessary  
- Availability to be "on-call" if needed to help address horses' welfare during an emergency, evacuation, or health issue  
- Ability to meet the physical and environmental demands of the position including but not limited to being able to lift 50 to 75 pounds 2 times per day and to work in changing weather and atmospheric conditions |
| **Preferred Job Qualifications**  | - Degree(s) in Equine Sciences, Animal Sciences, or related field  
- Experience in animal/equine care and management  
- Feed management  
- Bandaging/first-aid  
- Experience with Institutional Animal Care and use Committee (IACUC) and Standard Operating Procedures (SOP)  
- Experience with facilities maintenance  
- Operation of heavy equipment  
- Maintenance of equipment  
- Plumbing/Electrical/Carpentry/Welding  
- Experience with event organization |
Experience driving truck and trailer (Bumper pull and gooseneck)

Diversity Statement
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Essential Duties

Job Duty Category
Teaching and Research Animal Care

Duty/Responsibility
Supervise daily care and feeding of all horses and livestock for research, teaching, outreach and events which are under the purview of the CSU ETRC (40–100 horses and occasional cattle). Assist with medical care for all CSU ETRC horses including preventative care (vaccinations, deworming, farrier assistance, etc.), injury and treatment (assess condition/TPR/BCS, call vet when needed, provide directed care). All these aspects are critical to the operations at the ETRC. Follow care protocols and SOPs with other staff, faculty, veterinarians, student organizations and university administration. Assist with all record keeping (hard copy and computerized) for IACUC and ETRC. Provide supervision of student and non-student employees in coordination with the facility manager to ensure the health and welfare of horses.

Percentage Of Time
40

Job Duty Category
Facilities Management

Duty/Responsibility
Provides assistance in the maintenance, care, repair and scheduling of ETRC facilities multiple buildings, barns, structures and grounds. These facilities include a 300' X 150' arena and associated 2000 seat stadium (BW Pickett Arena), 36 stall barn and attached 175' X 80' arena, tack rooms, veterinary exam area and classroom (Adams – Atkinson Arena), 30 stall barn with tack room and laboratory space (Legends of Ranching Barn), 10 stall barn and attached arena (TGEC), 21 permanent horse housing facilities (Pens 1-10, Watershed, FSE), 10 additional temporary horse housing pens (Legends of Ranching Pens), an outdoor arena, a maintenance shed, pastures at LaPorte facility, and remote pens used to quarantine horses (Belknap Pens).

Percentage Of Time
40

Job Duty Category
Event Management

Duty/Responsibility
Provides oversight as required for events scheduled at the ETRC complex. These events could include educational events, club activities, college/departmental activities, university events and commercial and non-profit events. Be aware of the scheduled event and what is required as to setup and staffing for each event. Coordinate setup and teardown/cleanup along with noting the equipment and items used that are billed to the event. Report those items to the Facility Manager to complete the client billing.

Percentage Of Time
20

Application Details

Special Instructions to Applicants
For full consideration, please apply online by November 6, 2022. Please submit the following materials:
1. Cover letter addressing the required and desired qualifications
2. Resume or CV
3. Contact information for three references
4. Other/Optional document: Unofficial transcript. Official transcript may be requested at a later date from finalist candidate for degree verification.

References will not be contacted without prior notification of candidates.

Conditions of Employment
Pre-employment Criminal Background Check (required for new hires), Valid Driver’s License

Search Contact
Ryan Brooks, ryan.brooks@colostate.edu

EEO Statement
Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services. The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, titleix@colostate.edu. The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, oeo@colostate.edu. The Coordinator for any other forms of misconduct prohibited by the University’s Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co, 80523-0160, (970) 491-5836, oeo@colostate.edu.

Any person may report sex discrimination under Title IX to the Office of Civil Rights, Department of Education.

Background Check Policy Statement
Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks for the finalist before a final offer. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

References Requested

References Requested
Minimum Requested
3
Maximum Requested
3
Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Cover Letter
2. Resume or CV

Optional Documents

1. Other