

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: Zookeeper 1
DEPARTMENT: Zoo
WORK SCHEDULE: 7:30 a.m. - 4:00 p.m., on rotation
JOB CATEGORY: PAT I (Professional, Administrative, Technological)

DATE WRITTEN: December 2021

STATUS: Full-time

DATE REVISED: 01/05/22

FLSA STATUS: Non-exempt

Approved by Park Board

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Zookeeper I of the Washington Park Zoo for the Michigan City Parks and Recreation Department, responsible for providing daily care and maintenance for the animal collection while maintaining their health and well-being.

DUTIES:

Performs daily care and maintenance for assigned species, including providing food and water, assisting in preparing and serving diets and vitamin supplements, designing and implementing animal enrichment activities, monitoring and reporting animal behavior, and assisting in animal capture, restraint, and medical procedures. Observe all animals before performing husbandry duties to detect illnesses, injury, death, or new birth and report all findings to Assistant Zoo Director and Zoo Director.

Inspects enclosures, fencing, and mesh for damages, performing minor repairs and maintenance such as changing out substrates, branches, limbs, signage, sprinklers, heaters, mats, tarps, mesh, fans, and fence lines.

Assists in supervising assigned staff including seasonal workers, volunteers, interns, and community service workers, including providing orientation and training and keeping supervisor and staff informed of organizational developments that affect their job responsibilities.

Ensures safety of patrons and animals, responding to public and animal emergencies, administering first aid, conducting crowd control, ensuring an open path for emergency service providers, and coordinating with emergency management team as needed.

Maintains inventory of supplies and equipment, recommends ordering supplies, unloading, and restocking cleaning supplies, UV lights, heat lamps, feed orders, frozen meat orders, produce, hay, straw, and shavings.

Serves as public relations liaison for Zoo maintaining positive public relationship with members of the public, providing informal and programmed educational information, and assisting with coordinating and hosting community events.

Assists with maintaining zoo buildings, grounds, pools, ponds, and fountains, including, but not limited to, painting, changing light bulbs, checking generators, mowing grass, trimming and cutting shrubs and trees, maintaining flower beds and picking up trash, changing and cleaning filters, pumps, and water changing. Assists in snow and ice removal as needed.

Manages programs and facilities of zoo as assigned such as volunteer program, and petting barn.

Operates various zoo vehicles in performance of duties including golf carts, gators, SUV, van, and dump truck, performing basic maintenance of vehicle including checking fluids, maintaining tire pressure, and scheduling service.

Completes and submits required reports such as daily keeper report, logbooks, animal health records, supply and inventory lists, and medical logs.

Performs duties of other staff as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Bachelor's degree in animal sciences, animal husbandry, biology, or animal training and/or equivalent combination of education and experience preferred.

Ability to meet all department hiring requirements, including, passage of a drug test and negative tuberculosis test.

Working knowledge of and ability to make practical application of principles and practices of zoo management, including applicable local, state, and federal regulations.

Working knowledge of department functions and ability to direct zoological and educational activities and operations consistent with department goals.

Working knowledge of universal health precautions, high risk environments, and blood borne pathogens, and ability to apply such knowledge in the field to protect self and others against infection.

Knowledge of and ability to properly operate various hand tools, and other equipment as necessary.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to effectively communicate with co-workers, other City departments, park patrons, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work on several tasks at the same time and occasionally work rapidly for long periods, under time pressure.

Ability to serve on call on a rotation basis and respond to emergencies.

Ability to regularly work weekends and occasionally work extended hours, evenings, and travel out of town for animal acquisitions and transports, occasionally overnight.

Possession of a valid Indiana driver's license, and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

III. RESPONSIBILITY:

Incumbent is responsible for proper and timely completion of assigned tasks, where intended results are clearly specified. Unusual situations or problems may be discussed with supervisor but incumbent's decisions on a wide array of complex issues have a major impact on departmental operations. Work product is periodically reviewed for soundness of judgment and overall conformity with departmental standards.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, park patrons, and the public for the purposes of giving and receiving information, explaining information, and rendering service.

Incumbent reports directly to Assistant Zoo Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a zoo area, and/or outdoors, involving standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, handling/grasping objects, driving, handling and taking care of animals of different temperaments, working in dust or dirt, working in a noisy environment, working on slippery surfaces, and working in adverse weather conditions and potentially hazardous cleaning materials. Safety precautions must always be followed to avoid injury to self and others.

Incumbent regularly works weekends and occasionally works extended hours, evenings, travels out of town for animal acquisitions and transports, occasionally overnight, serves on call on a rotation basis, and responds to emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Zookeeper I for the Washington Park Zoo describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____No_____

Applicant/Employee signature

Date

Print or Type Name