

**Washington Park Zoo
Job Description**

Job Title: Seasonal Zookeeper I
Fund: 2056.504.01.411.014
Department: Zoo
Reports To: Zoo Director and Assistant Zoo Director
FLSA Status: Full Time Temporary Hourly – Non-Exempt
Prepared By: Jamie Huss, Zoo Director
Prepared Date: February 25, 2022
Approved by the Michigan City Park Board at their meeting of March 16, 2022

SUMMARY

The seasonal zookeeper I position is responsible for supporting the full-time animal care staff in the day-to-day operations associated with the husbandry of the animals and the maintenance of animal exhibits and zoo grounds. This position's primary area of responsibility will be the care of the petting barn area, various species of birds, small mammals, small reptiles, and invertebrates. At **no** time will this position work directly in Class 1 animal areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is under the direct supervision of the Senior Keeper, Zoo Director, and Assistant Zoo Director.

Observe all animals before performing husbandry duties to detect illnesses, injuries, death, or new birth. Report all findings to the Senior Keeper, Assistant Zoo Director, or Zoo Director immediately by radio.

Carries out all aspects of the daily care of assigned animals including cleaning, feeding, exhibit maintenance, and general upkeep of support facilities.

Maintain clean and organized exhibits, equipment, and keeper work areas.

Maintains live exhibit plantings to enhance exhibit aesthetics which also provides a comfortable environment for animals; eliminates weeds and toxic plants from animal enclosures/fence lines.

Assist in the preparation of and feeds appropriate diets as per established feeding practices and diet sheets.

May administer prescribed medications, supplements, or treatments under the guidance of the veterinary and supervisory staff.

Maintain daily reports, medical records, and other records as needed in the assigned area.

Give presentations to guests and answer guest's questions about animals and exhibits.

Understands and applies the basic principles of animal enrichment as part of the daily management of species under his/her care.

Identifies any potential maintenance or safety issues and reports them to the supervisor.

Performs basic restraint, crating/uncrating, and transport of animals as required.

Participates in keeper chats, tours, animal presentations or demonstrations, and/or other public interactions as requested by the Supervisor.

May oversee work activities and/or provide training for interns, community service people, or volunteers.

Exhibits good teamwork and communication skills both within the home team and when working with other teams or departments.

Will be required to safely operate a motor vehicle.

Assist fellow zoo employees in the performance of their animal care duties when requested.

Assist maintenance staff in routine minor repairs and enhancements of animal enclosures.

Assist in maintaining a clean and neat appearance to their assigned area and zoo grounds by picking up trash and litter and performing lawn care duties.

Perform other duties as assigned.

Ability to use handheld radio to communicate.

Must be able to follow written and verbal instructions and follow all USDA, AZA, and city policies.

QUALIFICATIONS

To perform this job successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Job attendance on weekends, holidays, and some special event evening work is required. Subject to call in and overtime is occasionally necessary.

Must be 18 years of age or older.

EDUCATION AND/OR EXPERIENCE

Full-time or part-time experience and/or training in related animal care with high school or college level classes in animal husbandry, biology, animal sciences, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of visitors for educational purposes.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Able to perform well in emergency situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license is necessary, and a negative TB test is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, climb, or balance, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and highly precarious places. The noise level in the work environment is usually quiet.

GENERAL QUALIFICATIONS

Attendance: This is a position that requires regular, reliable and punctual attendance in a busy and demanding work environment. Must possess a valid driver's license. Ability to

communicate effectively, patiently and courteously. Ability to communicate effectively with diverse, and sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency. Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team or self-directed model. Attention to detail and accuracy. Neat and professional appearance.

PHYSICAL

Must be able to speak, receive, and understand both written and oral communication and give written and oral instructions. Ability to occasionally bend, lift, carry, and put away parcels weighing up to 50 pounds, and occasionally requires kneeling. Requires reaching at and below the waist and occasionally above the shoulder. Ability to stand, walk, and drive a vehicle needed throughout the day. Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time. Finger, hand, and wrist dexterity is required for extended periods of time.

OTHER

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties and responsibilities of the job are subject to change without notice. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief to equalize peak work periods or otherwise to balance the workload. All applicants for employment or individuals being transferred into a safety-sensitive position must submit to a pre-employment drug test.

I have completely read and understand the above job description:

Signed: _____

Date: _____

Printed name: _____