

# Job Description

## Human Resource Use Only

**Position Number:**  
**Step/Grade**  
**Effective Date: 03/2014**

### POSITION IDENTIFICATION

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**Position Title:** Zoo Curator of Animals  
**Division:** Department of Public Infrastructure – Operations Division  
**Status:** Full-Time Non-Exempt  
**Normal Workweek:** Sunday through Monday

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Operations Team Leader  
**Directly Supervises:** Supervises part time seasonal employees. Directs student interns and volunteers.

### POSITION PURPOSE

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This position performs repetitive manual tasks in feeding, cleaning up after, and tending to the general health, condition, and welfare of all species of animals at Lincoln Park Zoo. Employee will be efficient in feeding, caring for different varieties of animals, and have a solid background in animal behavior patterns. Supervises the daily care and maintenance of the animal collection. Recognizes when animals need treatment or veterinarian assistance. The employee works under supervision of the Operations Team Leader.

### ESSENTIAL DUTIES

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- Orders and procures annual food and supplies for the zoo and prepares proper nourishment for animal diets
- Observes and reports sick animals, birds, and fish to the Operations Team Leader and arranges for proper veterinary care of the animals
- Coordinates with veterinarian scheduled rounds, medical evaluations, parasite screening and recommended treatments
- Supervises security of the buildings and grounds at the facility
- Supervises training and prepares all related documentation and safety equipment for student interns, part-time, seasonal employees, and volunteers
- Maintains current records on all animals and ensures the proper permits are obtained for zoo operations
- Prepares and submits annual CWD reports to State and conducts USDA inspections
- Performs building(s) clean-up, maintenance, and grounds maintenance including but not limited to sterilization of pens, exhibits, surrounding areas at the zoo, routine inspections of security cameras, signage and fire safety equipment
- Transfers animals, birds, or fish from one location to another and has complete knowledge of animal restraining techniques
- Performs routine husbandry of captive wild and domestic animals
- Recommends changes to improve animal care and work methods
- Assists in researching maintenance and acquisition of new animals and exhibits

- Keeps abreast of current animal behavioral theory and provides animals with behavioral enrichment programs
- Interacts with zoo visitors and other officials to educate them in animal biology, conservation, and keeps them informed of zoo policies and rules

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## OTHER DUTIES

- Does related work as required
- May be required to assist with DPW snow removal operations when necessary

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## MINIMUM POSITION QUALIFICATIONS

**Education:** Associates Degree in biology, zoology, wildlife management or related field. An equivalent combination of training and experience may be acceptable if prior work experience provides the required knowledge, skills and abilities to perform in the Zoo Curator of Animals position.

**Experience:** 2 years of professional experience with significant knowledge of biological, zoological, and wildlife management sciences is required.

**Certifications/Licenses:** Must possess a valid Wisconsin Driver's license

**Other Requirements:** No other requirements

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## KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to successfully operate personal computers and compatible software packages; read and interpret documents such as safety rules, operating maintenance instruction, blueprints, government regulations and procedures manuals; complete routine paperwork; effectively present information to other employees and supervisors; and basic math abilities including adding, subtracting, multiplying and dividing in all units of measure, using whole numbers, common fractions, and decimals. This position must possess the ability to interpret a variety of instructions or reports furnished in written, oral, diagram, or schedule form; and apply situational reasoning by exercising good judgment, decisiveness and creativity in an array of conditions and environments. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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## BACKGROUND CHECKS- Condition of Employment

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## PHYSICAL DEMANDS

The physical demands described herein 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 the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands to fingers, handle, or feel; reach with hands and arms; stoop knee, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb balance, taste, or smell, and may be required to work in high places.

**Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds.

**Working Conditions:** This position will intermittently work under adverse weather conditions. In the performance of this position, the usual climate will be outdoor environment. Work outdoors will expose the employee to weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The employee occasionally may be required to negotiate semi-rough and rough terrain. The noise level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibrations and may be exposed to fumes and airborne particles. High risk factor working with wild animals. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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