

20-0606



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: June 1, 2020
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Part-Time Zoo Maintenance and Education Job Description Approval

At a previous meeting, the Committee directed a new job description, for a part-time position at the Zoo, be drafted and priced. This position was created to assist with coverage of the zoo operations.

The job description is attached and has been priced by Carlson Dettmann, with the recommendation to place at Grade G of our Compensation Plan. The recommendation is to approve the job description and the recruitment process to fill this position.

Thank you.

Job Description

Human Resource Use Only
Position Number:
Step/Grade – G
Effective Date: 06/2020

POSITION IDENTIFICATION

Position Title: Zoo Maintenance, Education, and Animal Care
Division: Department of Public Infrastructure – Parks and Rec Division
Status: Part-Time Non-Exempt
Normal Workweek: Sunday through Monday

SUPERVISORY RELATIONSHIPS

Reports to: Parks and Recreation Division Manager
Directly Supervises: Leads part-time seasonal employees, student interns, and volunteers.

POSITION PURPOSE

This position performs operational support tasks in animal care, education programming and grounds maintenance at Lincoln Park Zoo. This position involves educating the public, assisting with special events, and providing tours to groups, general grounds/facility maintenance and animal care. Employee will be efficient in feeding, caring for different varieties of animals, and have a solid background in animal behavior patterns. Assists with the daily care and maintenance of the animal collection. Recognizes when animals need treatment or veterinarian assistance. Working hours will be on an assigned schedule any day of the week including weekends and holidays. The employee works under supervision of the Parks and Recreation Division Manager.

ESSENTIAL DUTIES

- Prepares food and supplies to provide proper animal care and nourishment following procedures established by Animal Curator
- Teaches, promotes interactive and educational programming within the zoo facility in addition to other facilities such as schools, nursing homes, senior center, etc.
- Informs visitors of the zoo rules and policies
- Observes and reports sick animals, birds, and fish to the Animal Curator
- Assists with volunteer groups at the zoo such as the zoo explorers, community service individuals and job shadowing programs
- Ensures security of the buildings and grounds at the facility
- Assists with training for student interns, part-time, seasonal employees, and volunteers
- Maintains current records on all animals Performs building(s) clean-up, maintenance, and grounds maintenance including but not limited to landscaping, sterilization of pens, exhibits, surrounding areas at the zoo, routine inspections of security cameras, signage and fire safety equipment
- Assists with transferring animals, birds, or fish from one location to another and has basic knowledge of animal restraining techniques
- Performs routine husbandry of captive wild and domestic animals
- Recommends changes to improve animal care and grounds maintenance 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

OTHER DUTIES

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

MINIMUM POSITION QUALIFICATIONS

Education: Preferred: 2 years of higher education in related fields, Associates degree or technical degree in related field; Animal care, veterinarian, natural resources, biology, natural science.
Required: high school diploma in combination with practical experience in job related field that provides knowledge and/or skills required.
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 Maintenance and Animal Care position.

Experience: One year 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

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.

BACKGROUND CHECK

Condition of employment

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.

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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