

Job Description

Human Resource Use Only

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

POSITION IDENTIFICATION

Position Title: Zoo Curator of Education – Special Events
Division: Department of Public Infrastructure – Operations Division
Status: Full-Time Non-Exempt
Normal Workweek: Sunday through Saturday

SUPERVISORY RELATIONSHIPS

Reports to: Operations Team Leader
Directly Supervises: No employee supervisory responsibility. Direct volunteers.

POSITION PURPOSE

This position performs a variety of manual tasks in maintaining the zoo grounds, animals, and education of the public at Lincoln Park Zoo. A major emphasis of the position involves educating the public, organizing special events, providing tours to groups, and coordinating volunteer programs at the zoo. Working hours will be on an assigned schedule any day of the week including weekends and holidays. Employee will be able to educate the public on the care of the various animals associated with the zoo. Provide outreach and be a major spokesperson for the Parks Division and especially with regards to the zoo. The employee works under direct supervision of the Operations Team Leader.

ESSENTIAL DUTIES

- Develops, teaches, promotes interactive and educational programming within the zoo facility in addition to other facilities such as schools, nursing homes, senior center, etc.
- Interacts with visitors to educate them in animal husbandry, to increase awareness that zoos play within parks and animal conservation
- Directs volunteer groups at the zoo such as the zoo explorers, community service individuals and job shadowing programs
- Creates special events and works with the Zoological Society in coordinating events
- Works with associations to coordinate special programming throughout the year
- Informs visitors of the zoo rules and policies
- Conducts zoo surveys, attendance counts, and other information and puts into report format on a weekly, monthly, and annual basis
- Performs routine husbandry of captive wild and domestic animals
- Assists Curator of Animals in food preparation, feeds the animals according to established schedules and prescribed diets, and get supplies when required
- Observes and assesses animal behavior, habits and reports significant changes to the Operations Team Leader or their designee and arranges for proper veterinary care of the animals
- Keeps abreast of current knowledge of animal restraining techniques and skill in transferring animals, birds, or fish from one location to another

- Performs building(s) clean up, maintenance, and grounds maintenance
- Assists with security of the buildings and grounds at the zoo facility
- Provides Web Page and Facebook maintenance

OTHER DUTIES

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

MINIMUM POSITION QUALIFICATIONS

- Education:** The position requires that the applicant possess an Associates Degree in biology, zoology, wildlife management or related field and possess significant public relations skills. An equivalent combination of training and experience may be acceptable only if the City determines that an applicants previous background will provide the required knowledge, skills, and abilities to perform in the Zoo Curator of Education – Special Events position.
- Experience:** Must have two (2) years of professional experience with significant knowledge of biological, zoological and wildlife management sciences.
- Certifications/Licenses:** Must possess a valid motor vehicle operator’s license issued by the State of Wisconsin. Must possess or obtain a valid commercial drivers class B & C license with air brakes issued by the State of Wisconsin within six months from date of hire.
- Other Requirements:** No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

This position must have a thorough knowledge of personal computers and compatible software packages; the ability to read and interpret documents such as safety rules, operating maintenance instruction, blueprints, government regulations and procedures manuals; the ability to operate all machinery and equipment necessary for the position; and complete routine paperwork. This position must possess the ability to effectively present information to other employees and supervisors; possess basic mathematical skills of adding, subtracting, multiplying and dividing in all units of measure; using whole numbers, common fractions, and decimals; the ability to interpret a variety of instructions or reports furnished in written, oral, diagram, or schedule form. This position must also possess the ability to 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 CHECKS- 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:** 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 will work under adverse weather conditions.

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.