

Class Title: Elephant Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Monitors the health and behavior of the elephants. Oversees elephant and staff training. Predicts the responses and behavior of the elephants to ensure a safe working environment. Promotes behavior enrichment for physical and mental stimulation. Educates the general public. Provides daily animal care and maintenance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Oversees team oriented approach to elephant training by the use of operant conditioning and behavior modification techniques for husbandry, medical treatment, and behavior enrichment, and providing data collected for research in conservation.
2	H	Ensures animal well-being by interpreting animal behavior and interactions, observing animals to detect illness, injury, parasites, aggression, breeding, mother/infant interaction hierarchy, or unusual behavior; encouraging naturalistic behavior; increasing activity levels and mental stimulation through exhibit design and construction; encouraging foraging behaviors through interesting food presentations, collecting various browse materials, preparing and measuring a variety of diets in accordance with nutritional needs, preventing cross contamination, and manually removing fecal material, plants, logs and yard debris.
3	VH	Treats sick or injured animals by using safe capture and restraint techniques, using immobilizing drugs, administering prescribed medications, performing force-feeding, assisting veterinarians in treatment surgery and x-rays, collecting research data, administering vaccinations, and collecting blood, urine and fecal samples.
4	L	Oversees staff safety by effectively predicting behaviors and responding accordingly to all elephant situations, enforcing a sound and logical management program, effectively using operant conditioning and behavioral modification, and monitoring performance of all staff.
5	L	Provides education by researching and collecting data to collaborate with veterinarian, staff, university and worldwide research, conveying conservation messages, participating in volunteer and intern projects, training staff, giving educational presentations and public demonstration tours for fundraising events.

CSC Adopted: October 2001 CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in elephant management.
Certifications and Other Requirements	Valid Driver's License, Elephant Manager Certification through American Zoological Association
Reading	Work requires the ability to read veterinarian reports, lab reports, drug dosages, research information, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, to calculate drug dosages and to make metric conversions.
Writing	Work requires the ability to write daily reports, proposals, animal surveys, questionnaires, training protocols, funding requests, and general correspondence.
Managerial	Managerial responsibilities include training the elephant staff and elephants.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City such as the Zoological Society and Elephant Consultants who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with visitors, customers, brokers and sales representatives.

CSC Adopted: **October 2001** CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	During training or demonstrations with animal, educational speeches or talks, tours, cleaning duties, observation, inspections
Sitting	O	Computer, desk work, writing, protocols, lab work, meetings, driving
Walking	C	During training or demonstration with animal, waste removal or clean up detail, maintenance of exhibit
Lifting	C	Waste removal, hay storage, grain, tools, elephant foot care, behavioral enrichment apparatus, office supplies, files, folders, manuals, books, cleaning supplies, grounds maintenance supplies, animal medication and medical supplies, fire hose, ropes
Carrying	C	Waste removal, hay storage, grain, tools, elephant foot care, behavioral enrichment apparatus, office supplies, files, folders, manuals, books, cleaning supplies, grounds maintenance supplies, animal medication and medical supplies, fire hose, ropes
Pushing/Pulling	C	Browse hand carts, hay carts, fire hosing, ropes, chains, block and tackles
Reaching	C	During training or demonstration with animal, storing or retrieval of hay, restraint and capture techniques, building maintenance and clean up detail
Handling	C	Waste removal, hay storage, grain, tools, elephant foot care, behavioral enrichment apparatus, office supplies, files, folders, manuals, books, cleaning supplies, grounds maintenance supplies, animal medication and medical supplies, fire hose, ropes
Fine Dexterity	F	Computer keyboard, calculator, writing, chain devices, medications, blood drawing, elephant foot care
Kneeling	O	Animal foot care, chaining, observations, exhibit maintenance or building clean up detail
Crouching	F	Animal foot care, chaining, observations, exhibit maintenance or building clean up detail, walking through exhibit
Crawling	R	Animal foot care, application of medications
Bending	C	Animal foot care, chaining, observations, exhibit maintenance or building clean up detail, walking through exhibit
Twisting	C	Exhibit maintenance or building/exhibit clean up detail
Climbing	F	Ladders, exhibit terrain, exhibit maintenance and clean up detail, hay barn
Balancing	O	Loading hay, entering tapir exhibit
Vision	C	Training or demonstration with animal, observations, inspections, exhibit maintenance or building clean up detail, driving, operation of equipment and tools
Hearing	C	Co-workers, staff, supervisor, educational speeches or talks, tours, animal noises/sounds, equipment noises/sounds
Talking	F	Co-workers, staff, supervisor, during training of animal, public demonstrations, educational speeches or talks, tours

CSC Adopted: October 2001 CSC Revised:

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Foot Controls	O	Track loader, driving
Other (specify)	O	Running/jumping: emergency situations, aggressive animals

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ankus block and tackle, immobilization apparatus, fire hose, truck loader, dump truck, pick up truck, rake, broom, shovel, buckets, hand truck, chairs, winch, 458 rifle, 12-gauge shotgun, computer, laser or inkjet printer, Standard Windows and Office software, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	M	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

- (1)
- (2) Zoo - Perimeter of animal enclosure

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, eye protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)