

Class Title: Zookeeper

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Cares for a variety of wild and domesticated animals. Feeds, grooms, trains, medicate, and observe animals. Assists with the design and maintenance of exhibits, performs administrative duties, educates the public, and performs other duties as assigned.

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	Cares for animals by preparing individual diets and feeding, grooming, training, administering medications, breeding, assisting veterinarian with physical examinations, and observing behavior.
2	H	Assists with the design and maintenance of exhibits by collecting data on natural habitats, constructing or gathering materials for exhibit, removing hazards, performing minor repairs, gardening, and shoveling, cleaning and disinfecting, raking leaves, picking up litter, maintaining pools, and filling in mud holes.
3	L	Performs administrative duties by keeping records on animal behavior and exhibit repairs, maintaining inventory, filling out paperwork and surveys, conducting research, preparing reports, and presenting findings, attending meetings, and training volunteers and personnel.
4	L	Educates the public by conducting tours, providing information, and giving presentations to school groups and visitors.
5	L	Performs other duties by picking up supplies, maintaining vehicles, and coordinating the delivery of new animals to the zoo.

CSC Adopted: October 2001 CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or equivalent
Experience	One year of experience as an Animal Caretaker.
Certifications and Other Requirements	Valid Driver’s License
Reading	Work requires the ability to read various reports, technical journals, equipment manuals, and related periodicals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and statistics.
Writing	Work requires the ability to write articles, research papers, daily logs, reports, proposals, and presentations.
Managerial	Managerial responsibilities include planning exhibits renovations and upgrades, maintaining inventory, and allocating resources.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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 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 customers, brokers and sales representatives.

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

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
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	Giving educational talks, cutting diets, animal observation, exhibit maintenance
Sitting	O	Meetings, record keeping, doing research
Walking	C	Cleaning exhibits, to feeders, from exhibit to exhibit
Lifting	C	Feed, trash, incapacitated animals
Carrying	C	Feed, tools, animals
Pushing/Pulling	C	Animals, shift doors
Reaching	C	Tools, pans, animals, raking
Handling	C	Hoses, tools, animals
Fine Dexterity	O	Assisting with surgery, draw up medications
Kneeling	O	Animal handling, planting
Crouching	O	Work around props in animal enclosures
Crawling	R	Animal observations
Bending	C	Cleaning enclosures
Twisting	C	Cleaning enclosures
Climbing	O	Props in exhibits, fences
Balancing	R	Cleaning animal enclosures
Vision	C	Animal observation, watching visitors
Hearing	C	Animal observations, communication with others
Talking	O	Communicating with other staff/visitors
Foot Controls	F	Driving truck
Other (specify)	O	Physically interacting with animals, environmental behavioral enrichment with animals, training animals, capture and restraint

CSC Adopted: October 2001 CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Mower, egg incubator, shovel, rakes, broom, scrub brushes, walkie-talkie, hand pruners, loppers, hoses, screwdrivers, hammer, drill, wire cutters, physical and chemical resistant items

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	W
Fire Hazards	M	Fumes and Odors	D
Explosives	M	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	N		

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

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Face mask, gloves, dust masks, steel toed boots, back support /brace

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
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	R
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)