


JOB POSTING MEMO

TO: ALL CITY OF MONROE DEPARTMENT
FROM: JOE CLAWSON, ZOO DIRECTOR
DATE:
SUBJECT: JOB OPENING – ZOOKEEPER I


John Ross 01-12-2017

A job opening exists in the Department of Community Affairs/La. Purchase Gardens and Zoo for a Zookeeper I. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, it will be opened to the public on _____.

Notice to internal applicants: All City work records and attendance records will be researched. A current Application for Employment must be completed and submitted to Human Resources.

DISTINGUISHING CHARACTERISTICS OF JOB:

This is an advanced trainee position. Under the immediate supervision of Departmental Animal Supervisor and General Curator this person is responsible for the health of the zoo's animals and exhibits. Responsibilities include knowing the signs of health and normal behavior (and deviation from them) of the animals in their care through observation, study and discussion with other keepers. They will use a computer to access animal information. They see to the safety of themselves, the animals and the public. They will know zoo policies. They will record their observations in a systematic manner. They will see to the health and well-being of the animals by species-specific care in feeding and cleaning. They will learn behavioral enrichment techniques to ensure the mental well-being of the animals.

Employees at this level will do trouble-shooting and light maintenance (carpentry, plumbing, cement work, plant care) in, and to, exhibits and buildings. They will interact with the public in a polite and informative manner. They may be trained to work with venomous reptiles or large carnivores. They will learn other related duties, as assigned, to support the functioning of the zoo. This is a full-time position of 40 working hours per week.

FLSA DESIGNATION: State if Non-Exempt or Exempt from overtime and compensatory time

ESSENTIAL JOB DUTIES:

Inspects and observes animals for good health and normal behavior; feeds and waters; learns the basics of nutrition for the animals in their charge; removes animal wastes from enclosures; cleans and sanitizes exhibits daily; does weekly and monthly cleaning (moats, etc.); sweeps, mops and cleans glass in public areas; maintains the grounds (soil, plants, water) inside exhibits and their perimeter; gathers and changes exhibit furniture and props; actively seeks ways to beautify the exhibits and improve them for the animals and the public; does regular behavioral enrichment; maintains exhibits with an emphasis on animal and keeper safety; does vermin control; collects fecal samples for parasite checks; assists the veterinarian in treating and medicating the animals; keeps accurate records of treatments given and

animal response; records breeding and social behaviors; assists in animal capture and restraint; interacts with the public politely, helping them as needed as well as sharing accurate/interesting animal information with them and promotes conservation; tactfully enforces compliance with facility rules (no feeding, not crossing barriers, etc.); unloads feed shipments; follows explicit written and oral instructions; communicates, orally and in writing, problems and concerns to other keepers and supervisors; cooperates with other keepers and helps as needed; other duties as assigned by the supervisor.

ESSENTIAL JOB QUALIFICATIONS

Training and Experience

Must be 18 years of age; high school diploma or GED is required, a college degree is preferred. Professional animal experience (2080 hours) or a college degree is required for a full time position.

Knowledge and Skills; Physical Requirements of Job; etc.

Must be able to stand and walk most of the day and be able to climb in and out of enclosures and may work in small, enclosed spaces. Must be able to swim and be able to run. Job requires frequent bending and lifting. Must be able to lift 75lbs and carry 50lbs. Keepers are required to work outdoors in all weather. Must be able to read and write English and perform simple math. Knowledge of animal handling is required, will work with a variety of large and small exotic wildlife.

Licenses and Certificates

Current and valid Louisiana Driver's License

Americans with Disability Specifications: The physical demands described here are an indication of what 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 job duties/functions.

Working Conditions and Physical Requirements

Animals must be cared for 365 days a year so weekend and holiday work is required. Keepers work inside and outside, year round, in ALL kinds of weather. May work in mud, water or dry, dusty areas. May work in small, enclosed places or at heights well off the ground. May be exposed to high-intensity noises and biological wastes. May be exposed to dangerous animal contact which requires climbing, running, swimming, lifting and agility. Lack of attention or focus can expose employees to physical danger.