

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title: Senior Keeper
Sch & Grade: PAT-7
Class Code: CE65
FLSA Status: Non-Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Zoo Series

PRIMARY PURPOSE:

Supervises and participates in the care and maintenance of animals, grounds, buildings, facilities, and equipment for the Dickerson Park Zoo.

SUPERVISION:

Under general supervision of the General Curator; supervises the work of Zookeepers and assigned personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, plans and coordinates the work of Zookeepers and designated personnel in the performance of assigned tasks. Participates in the direct care and maintenance of animals as needed.
2. Develops, implements, and oversees staff training programs as directed by the General Curator.
3. Implements written or oral instructions from the General Curator or Superintendent of the Zoo, assumes responsibility for all Zoo activities in the absences of the Zoo Superintendent and/or General Curator.
4. Assists in veterinary treatment of sick and/or injured captive animals as required.
5. Makes regular inspections of animals, service areas, exhibits and displays, as well as general facilities and reports inspection observations.
6. Assists in routine cleaning of enclosures, feeding and general husbandry of captive wild animals.
7. Initiates and/or implements corrective procedures for minor personnel and operational matters.
8. Participates in animal management by coordinating animal acquisition and disposition activities, obtaining necessary permits and scheduling transfers; works with other zoos agencies and carriers to accomplish these tasks.
9. Assists the General Curator in research activities by reviewing proposals and coordinating and overseeing related activities.
10. Provides tours, assists in educational presentations, and promotes other forms of public relations activities for the zoo.
11. Maintains animal records and completes written reports that may include utilizing computer applications.
12. Participates in the design and/or directs the performance of repairs of exhibits and facilities necessary for animal displays and/or exhibit structures. Utilizes appropriate hand and power tools such as drills, skill saws, jackhammers, compressors, as well as other equipment required in the use of designing, constructing, and repairing animal exhibits and displays.
13. Assures the utilization of appropriate safety equipment and procedures for assigned staff members.
14. Travels to various on- and off-site locations utilizing pick-ups or other light vehicles and equipment to deliver, transport, or obtain feed, materials, equipment and supplies.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and equipment involved in the care of domestic, native, and exotic animals; standard behaviors of assigned specialty animals regarding handling, feeding, breeding, social interaction patterns, and animal health;

Abilities

Effectively supervise and coordinate the work of Zookeepers and assigned personnel; participate in the care and maintenance of domestic, native, and exotic animals; follow and ensure assigned staff follows standard operating procedures, safety principles and procedures for animal care & handling as well as zoo operations; possess a strong attention to detail; demonstrate effective decision-making and sound judgment; prepare and maintain accurate records and clear reports; follow oral and written instructions; communicate effectively verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a degree in Zoology, Animal Science, Wildlife Conservation, or a related field, plus one year of professional work experience in a marine or zoological park. Professional work experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, standing, kneeling, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 100 pounds; holds and grips objects; must be able to observe animals in order to identify potential problems or necessary action.

Working Environment

Primarily outdoors with exposure to dust, pollen, and water elements; subject to a variety of extreme weather conditions and temperatures due to working outdoors year-round; subject to mechanical and electrical hazards as well as other safety hazards associated with caring for domestic, native, and exotic animals such as injuries resulting from bites or other physical contact; susceptible to strong odors, fumes, poor lighting, and cramped spaces. Possible exposure to disease due to caring for animals.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Subject to emergency call-in; must be able to work a flexible schedule including weekends and/or holidays.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 5350
Comments:	Updated Abilities	Date: January 26, 2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____