

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING
ANIMAL REFUGE KEEPER

Grade 15: \$22,763.67(\$10.94/hr.)- \$31,379.97 (\$15.09/hr.)

DEPARTMENT: PARKS & RECREATION

DIVISION: PUBLIC WORKS

GENERAL DESCRIPTION:

Provide food, water, shelter and care for the animals of the zoo; to clean and maintain the animal exhibits, and to educate the public regarding the zoo and its animal collection.

ESSENTIAL JOB FUNCTIONS:

1. Checks completed work and monitors the safety of volunteers in animal collection areas; instructs volunteers in caring for animals; assists in supervising the work of community service workers.
2. Provides nutritional needs of the animals by cleaning food bowls, preparing and maintaining diets, and providing food and water.
3. Monitors the behavior of assigned animals and inspects them based on established maintenance schedules; prepares and distributes enrichment items; completes daily charts noting health and maintenance needs of animals.
4. Performs routine medical care for animals including providing first aid care, administering medications and assisting the veterinarian with medical treatments and procedures, and caring for and releasing rehabilitated animals.
5. Maintains exhibits; duties include cleaning, washing, and disinfecting cages and exhibit yards; raking and filling with lime; maintaining fresh substrate; changing papers and shavings; trimming and sawing brush, trees and limbs; checking security of exhibits.
6. Interacts with visitors at exhibit sites; answers questions; enforces zoo policies; monitors safety of visitors.
7. Assists in building and maintaining exhibits; paints exhibits; plants landscaping materials; installs tree branches and perches; performs masonry and concrete work in making artificial rocks.
8. Maintains grounds and public areas; duties include cleaning public areas, picking up litter, using blower to clean sidewalks, collecting trash, planting shrubs and flowers, mulching and weeding flower beds, mowing grass.
9. Uses a variety of landscaping equipment and tools including a push mower, hedge trimmers; leaf blower, weed eater, pick and shovel.
10. Uses pressure washer, propane heaters, drills, saws and operates utility vehicle in maintaining exhibits.
11. Assists staff in preparing for special events and promotional activities.
12. Schedules and conducts educational programs at zoo; handles and displays animals; monitors presentations to ensure safety of animals and visitors; answers questions and provides information; distributes brochures and handouts.
13. Orders feed and produce supplies based on established purchasing policies and procedures; checks incoming shipments and unloads supplies.
14. Performs courier duties and runs errands. Performs cashier duties in working zoo admissions.
15. Stocks inventory of food and medicine, landscaping supplies, chemicals, and other items.

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16. Completes various forms and reports including daily keeper reports, medical alert sheets, maintenance reports, enrichment evaluation form, rehabilitation and medical records.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Ability to compile, assemble, copy, record and/or transcribe data according to a prescribed scheme or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions. Ability to utilize a wide variety of reference, descriptive and/or advisory data and information. Ability to perform addition, subtraction, multiplication and division. Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

EDUCATION AND EXPERIENCE:

High school diploma or GED; supplemented by college level course work or vocational training in biology, psychology or related field; supplemented by five (5) to eleven (11) months previous experience and/or training involving animal care in a veterinary or zoo environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate both orally and in writing.
- Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- Ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL CONDITIONS:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, toxic agents, violence, disease or pathogenic substances.

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(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**** When offered the position the applicants must successfully pass the Physical and Drug screening. The Physical will be at the expense of the applicants and the Drug Screening will be paid through the Hardee County BOCC.**

Approved by BOCC 3/6/03