

**SENIOR ANIMAL KEEPER (4305)
TASK LIST 2023**

Supervisory Tasks

1. Plans the work of animal care staff by assigning and directing work, taking into account the priority and difficulty level of each job, the skill set needed to complete the work, and the schedules and workloads of employees, and assigns work using automated systems, email, verbally, or in hardcopy format in order to ensure that the job receives the appropriate level of technical expertise and is completed in a timely manner.
2. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
3. Counsels employees regarding personnel issues such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
4. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written feedback in order to provide recognition of good/poor performance and to coach them for effective performance of current and future assignments.
5. Documents job performance of staff by evaluating employees in areas relevant to the job; performs employee evaluations and completes documentation; and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employees for career advancement opportunities.
6. Consults with immediate supervisor and zoo human resources representatives over the phone, through email, and/or in-person to obtain and exchange information regarding liability or legal actions, employee grievances, and other personnel issues in order to ensure decisions are made in compliance with memorandums of understanding (MOU), laws, regulations, and policies.
7. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), Executive Directives (ED) such as updated safety information, and training and promotional opportunities in order to

provide employees with relevant information.

8. Investigates any injury involving an employee in the section by completing the injury report form in order to take necessary corrective action.
9. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with Department standards.
10. Communicates activities of unit with other supervisors and/or staff during bi-weekly Animal Care Supervisor meetings or bi-weekly tailgate safety meetings and informs management of completed work activities, deviations from planned work, and/or employee suggestions and concerns in order to ensure everyone is informed of work activities including project status.
11. Evaluates/ Interviews job candidates for positions, such as animal keeper, in order to make hiring recommendations and/or decisions based on factors such as technical knowledge and staffing needs.
12. Reviews and approves employee timesheets including employee requests for time off in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation by comparing reported time to information from job tickets.
13. Oversees Animal Keepers' preparation of Daily Report to Animal Care Management activities within a section, including births, deaths, and other routine and non-routine occurrences, in order to ensure that Animal Keepers complete Daily Reports and other records in a thorough, accurate and timely manner.
14. Briefs relief supervisor or lead keeper who covers sections on days off on section updates and other pertinent issues, such as animal medical issues, zoo events, and staffing issues, in order to ensure the complete coverage of animal care responsibilities.

Facilities Management

15. Conducts inventory of all materials needed for animal care, such as equipment, supplies, and food, in order to initiate purchase request with commissary manager to ensure the care and maintenance of the animals and their habitats
16. Inspects Zoo premises for needs, such as maintenance, repairs, and sanitation, in order to initiate service requests to ensure the care and maintenance of the animals and their habitats.

17. Identifies unsafe conditions within the Zoo, in which Zoo employees, members of the public, or animals can be injured, in order to arrange for the correction of the unsafe condition.
18. Directs the rehabilitation and maintenance of animal exhibit areas in with construction and curator staff, with consideration of the animal's well-being in order to better display the animals for the enjoyment of the public

Animal Care & Handling

19. Oversees feeding of the animals in order to ensure that animals receive proper diet as recommended by the Curator, and good health of the animals.
20. Initiates the disposal of a dead animal by reporting the observable facts of the animal's death on mortality slip in order to arrange for transportation of the animal to the Health Center.
21. Schedules the routine collection and transportation of animal laboratory specimens to the Health Center for testing to insure the continued good health of the animals.
22. Traps predatory and pest animals by setting appropriate traps and transporting them to the designated area in order to insure the safety of zoo animals.
23. After consulting with the Curator, coordinates the placement of animals into crates by determining the type of crate needed, preparing the crate for transport, supervising or assisting Animal Keepers in capturing of animal, and directing the loading of the crate into the loading area, in order to transport animal to other Zoo area or off-site location.
24. Working closely with superiors and subordinates, directs and assists with the recapture of escaped animals in order to return them to the proper enclosure.
25. Coordinates animal introductions, such as directing exhibit modifications and arranging for behavioral observation as needed, in order to mitigate negative animal interactions.

Public Relations

26. Performs or directs subordinates in various public relations activities, such as providing formal and informal presentations about animals and their care, guiding special visitors through the zoo complex, assisting movie crews filming in the zoo, and coordinating activity requests for special viewing of animals in a section.