



### JOB DESCRIPTION FORM

<b>POSITION (PID) #</b>		<b>690022, 690031 &amp; 690038</b>			
<b>IDENTIFYING INFORMATION</b>			<b>POST CERTIFICATION</b>		
Post Title	Zookeeper		Print Name	Signature	Date
Present Grade	N/A		Prepared By		
Department/Section	Conservation Services/Aquarium and Zoo		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
<b>POST STATUS</b>			<b>POST TRANSFER (if applicable)</b>		
	New Post	Revised Post	Redefined Post	Previous Title	
				Previous Department	
Date	9 Dec 2008			Previous Ministry	
Cabinet Conclusion Ref	Cab. Concl. 42(08)6			Previous Number	
Last Review Date					
Panel Decision	Grade	Date	Signature	Previous Grade	
	17-19	1 Oct 10	Wjolliffe	Date of Transfer	

<b>1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)</b>	<b>%</b>
1. Professional zoo keeping duties	60%
2. Administrative duties	25%
3. Outreach and liaison	10%
4. Associated duties	05%
	<b>TOTAL = 100%</b>

<p><b>2. SUMMARY OF ACCOUNTABILITY</b></p> <p>2.1 What specifically is this post accountable for?</p> <p>Works under the supervision of the Head Zookeeper and in accordance with the Departmental policies and procedures, to provide the appropriate care, maintenance and improvement of all zoo exhibits at BAMZ, which would contribute to a further knowledge, understanding and appreciation of island environments by residents and visitors. The Zookeeper performs administrative duties associated with the provision of the zoo keeping services and undertakes outreach and liaison and related duties within the Section.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Zookeeper will be responsible for making decisions at a professional level in respect to the duties and responsibilities associated with the delivery of services for which the Postholder is responsible, including decisions on the care, maintenance and improvement of exhibits.</p> <p>2.3 To which position does this post report directly? The Post reports directly to the Head Zookeeper.</p>
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<p><b>3. ESSENTIAL KNOWLEDGE &amp; SKILLS</b></p> <p>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</p> <p>3.1 General Knowledge / People Skills (Soft Skills).</p> <p>The Zookeeper must possess good interpersonal, creative, problem solving, decision making and verbal and written communications skills. As well, the Zookeeper must possess a practical "can do" attitude and contribute positively to the work environment.</p> <p>3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.</p> <p>The Postholder must be competent in the handling and husbandry of exotic animals and have basic knowledge of their behavior. The Zookeeper must have a working knowledge of Microsoft Office Suite.</p>
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**4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)**

Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?

No previous experience required   
 Minimum one (1) year   
 Minimum two (2) years  
 Minimum three (3) years   
 Minimum five (5) years   
 Minimum ten (10) years

**4.1 Identify specific experience.**  
A minimum of one (1) year's relevant experience, undertaking zoo keeping duties, is required.

**5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)**

Secondary School Graduation Certificate   
 Apprenticeship/College Certificate   
 College Diploma  
 Associates Degree   
 Advanced or Specialist Qualification   
 Bachelors Degree  
 Masters Degree   
 Professional Designation (Includes Chartered Status)   
 Doctorate  
 Other

5.1 Please list the title of the academic qualification / professional designation required:  
An Associate's Degree in Aquarium Science, Environmental Science, Marine Biology or Zoology, is required for the Post.

5.2 List any special licenses, registrations or certifications required for this job:  
The Post requires certification in CPR, First Aid and Oxygen Provider and possession of an Intermediate Truck Licence.

**6.0 RESOURCES UNDER MANAGEMENT**

**6.1 Management and Supervision of Staff**  
(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

**Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.**  
1. N/A

**6.2 Non-Staff Budget and Revenue Streams (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)**

6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Has Direct Management Responsibility	<input type="checkbox"/> Is the Accounting Officer
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6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Less than \$500k	<input type="checkbox"/> \$500k to \$2m	<input type="checkbox"/> \$2m to \$10m	<input type="checkbox"/> \$10m to \$40m	<input type="checkbox"/> Greater than \$40m
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**6.3 Infrastructure for Vital Government Services (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)**

6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes. Has Direct Management Responsibility	<input type="checkbox"/> Yes. Is Ultimately Responsible
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6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?

<input type="checkbox"/> Low Impact: Mainly internal to Government	<input type="checkbox"/> Medium Impact: Mainly internal to Government	<input type="checkbox"/> High Impact: Mainly internal to Government
<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

**7. Additional Information**

The Zookeeper must be physically fit and be capable and willing to work in hot and often difficult conditions within enclosures containing exotic and potentially dangerous animals. The Postholder must be flexible and willing to work irregular hours, including evenings, and weekends and Public Holidays, and be willing to attend to occasional facility and animal related incidents or emergencies as they occur, e.g. animal escapes, wildlife strandings, hurricanes, fires, etc., as part of his/her professional obligation. The Post requires a dedicated, highly organised individual with a strong work ethic and good client services skills, who can work independently with minimum supervision. Established contacts within the international aquarium and zoo industry are advantageous to this position.

**DUTIES AND RESPONSIBILITIES OF THE POST**

**8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

(Please use the same Headings for Main Duties as Listed in Section 1.0)

**8.1 PROFESSIONAL ZOO KEEPING DUTIES**

- 8.1.1 Undertakes assigned professional zoo keeping duties in accordance with the established plan and participates in the husbandry and enrichment of animals in the Zoo and in the wildlife rehabilitation programme, including feeding, preparation of diets, watering, cleaning exhibits, environmental and dietary enrichments, etc. Recommends the release, transfer or disposition of animals in the Zoo to the Head Zookeeper.
- 8.1.2 Provides the appropriate care, maintenance and enhancement of all zoo exhibits at BAMZ, which would contribute to the knowledge, respect and appreciation of Bermuda's environment by residents and visitors.
- 8.1.3 Implements and adheres to the established policies, procedures and protocols for the Zoo, including nutrition, disease prevention, training and enrichment, water quality, etc., and ensures that the junior staff adhere to them in the discharge of their duties and responsibilities.
- 8.1.4 Advises the Head Zookeeper on the implementation of the policies, procedures and protocols. Provides orientation and training to current and new staff, trainees and volunteers, as requested, to enable them to perform their duties and responsibilities effectively and efficiently.
- 8.1.5 Researches and makes recommendations for potential specimens for collection, that satisfy BAMZ's mission and institutional collection plan, in consultation with the Head Zookeeper
- 8.1.6 Participates in the Preventative Health Care Plan for the animals in the Zoo and medicates the animals, as requested by the Veterinarian according to the established procedures, ensuring that all chemicals and biohazards are properly disposed of. Participates in the rescue, collection, rehabilitation and potential necropsy and proper disposal of wild life, including dangerous species.
- 8.1.7 Undertakes and ensures that the junior staff undertake routine maintenance of the exhibits, enclosures, visitors' areas and life support systems, to ensure that a high standard of health, safety and aesthetics is maintained.
- 8.1.8 Cleans, repairs, sterilises and stores the equipment used by the Section and ensures that the junior staff clean, sterilise and store the equipment.
- 8.1.9 Inspects the grounds, buildings and fixtures in designated areas and identifies and report items requiring repairs, enhancements or touch-ups to the Head Zookeeper. Monitors the environments of the Zoo and initiates or recommends action to protect the health of the specimens, i.e. pest control, redesign, etc.

**8.2 ADMINISTRATIVE DUTIES**

- 8.2.1 Participates in the design of major upgrade plans for the Zoo and researches through the internet, the library, etc., best practices and makes recommendations, accordingly, for the additions, modifications or removal of exhibits. Submits new design plans, for comment and approval and submission to the Head Zookeeper and Curator, Aquarium and Zoo. As appropriate, manages the development and fabrication of exhibits and advises management of design limitations or problems, so that corrective action can be taken.
- 8.2.2 Provides advice into the design of the policies, procedures and guidelines for the animal husbandry programme and ensures that they are implemented and monitored for all sections.
- 8.2.3 Maintains accurate statistics and a daily log of all care and maintenance activities, in accordance with the

officially approved system of documentation, including inventory of specimens, feeding, health observations, training and rehabilitation, etc., and liaises with the Animal Registrar on record keeping activities as they relate to the animals and enclosures. Produces relevant reports to the Head Zookeeper, as necessary.

- 8.2.4 Orders and replaces equipment, supplies and materials, as necessary, approves invoices for payment and maintains an inventory of all items.
- 8.2.5 Provides orientation, training and supervision of the junior staff and volunteers in the Zoo in the use of specialised equipment and in the established protocols. Assigns work to staff and volunteers and ensures that the work is completed according to the established schedules and required standards.
- 8.2.6 Provides feedback to the junior staff on their performance, so that in cases where improvements in performance are required, corrective actions can be taken.

**8.3 OUTREACH AND LIAISON DUTIES**

- 8.3.1 Conducts lectures and tours and ensures that the junior staff and volunteers conduct similar tours and make presentations on the interpretation of the exhibits. As well, conducts animal encounters on a wide variety of topics for all age groups and ensures the safety of the groups.
- 8.3.2 Prepares stories for press release, for the approval of the Head Zookeeper and Curator, Aquarium and Zoo, and issues, as directed. As well, contributes articles to the BAMZ's newsletters.
- 8.3.3 Develops, as necessary, interpretation of exhibits, in consultation with the graphic team.
- 8.3.4 Liaises with other BAMZ stakeholders, Government departments, overseas facilities, scientists, etc. in respect to the work and activities and the requirement of the Section or to exchange ideas and best practices.
- 8.3.5 Liaises with the public and law enforcement agencies in respect to issues relating to potentially dangerous animals off-site.

**8.4 ASSOCIATED DUTIES**

- 8.4.1 Participates in Departmental meetings and special related projects, as requested, and shares ideas and information on issues, enhancements, etc. to colleagues.
- 8.4.2 Undertakes other related duties, as requested by the Head Zookeeper and the Curator, Aquarium and Zoo.

**9. POST CERTIFICATION/SIGNATURES:**

No.	POSITION PID#	POST HOLDER		DATE
		NAME	SIGNATURE	
1	690022	VACANT		
2	690031	VACANT		
3	690038	VACANT		