



JOB DESCRIPTION FORM

POSITION (PID) #		690023 /			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Collector of Marine Specimens		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		
POST STATUS			POST TRANSFER (if applicable)		
	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	
	19-21	1 OCT 10	<i>W. J. Kelly</i>	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1.Collection, quarantine and care of marine specimens and animal husbandry duties	45%
2.Operation of boats and maintenance of vessels, moorings, tanks, etc.	30%
3.Administrative duties	10%
4.Outreach and liaison	10%
5.Associated duties	05%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
2.1 What specifically is this post accountable for? Works under the supervision of the Manager, Marine Operations and in accordance with the established policies and procedures, to collect, quarantine and care for marine specimens at the Bermuda Aquarium, Museum and Zoo (BAMZ), to provide live, healthy marine specimens, which would contribute to a further knowledge, understanding and appreciation of Bermuda's environment by residents and visitors. The Collector of Marine Specimens also performs duties in respect to the operation of boats and maintenance of vessels, moorings, tanks etc. as well as administrative duties associated with the provision of the services. In addition, Post undertakes outreach and liaison and associated duties within the Section.
2.2 Briefly describe the level of decision making authority held by this post. The Post will be responsible for making decisions at a professional level which would result in changes to procedures and the delivery of service and ensure the collection of live, healthy specimens for display at BAMZ.
2.3 To which position does this post report directly? The Post reports directly to the Manager, Marine Operations.

3. ESSENTIAL KNOWLEDGE & SKILLS
List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.
3.1 General Knowledge / People Skills (Soft Skills). The Collector of Marine Specimens must possess good organisational, problem solving, verbal and written communications, and decision making skills. Additionally, the Postholder must possess excellent communication skills in order to effectively engage co-workers and the general public, e.g. local fishermen, etc. As well the Postholder must possess a practical "can do" attitude and contribute positively to the work environment.

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

The Postholder must be familiar with Bermuda's Fisheries Regulations, legislation pertaining to protected species and protected marine areas, and must be well qualified in the operation of boats. In addition, the Postholder must have knowledge of Bermuda's Marine Ecology and Fauna, understand weather patterns and conditions and have working knowledge of Microsoft Office Suite.

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.

The Post requires a minimum of two (2) years' relevant experience.

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:
 A Diploma in Aquarium Science, Environmental Science, Marine Biology, Zoology or proven equivalent experience is required for the Post.

5.2 List any special licenses, registrations or certifications required for this job:
 The Post requires certification in Scuba diving (PADI, NAUI, BSAC) to Rescue Diver level, CPR, First Aid and Oxygen Provider and possession of a "C" Class Pilots' and Intermediate Truck Licences.

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)

- None
 Has Direct Management Responsibility
 Is the Accounting Officer

6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

- None
 Less than \$500k
 \$500k to \$2m
 \$2m to \$10m
 \$10m to \$40m
 Greater than \$40m

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 |
|----------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------|

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 Collector must be physically fit and be capable and willing to work on the water for extended periods in rugged field conditions and deal with dangerous wild animals and hazardous substances. The Postholder must be flexible and wiling to work irregular hours, including evenings and weekends and Public Holidays occasionally and attend to facility and animal related incidents or emergencies, such as animal escapes, wildlife strandings, hurricanes, fires, etc., as a part of his/her professional obligation. The Post requires a dedicated, highly organized individual with a strong work ethic and good client service skills, who can work independently with minimum supervision. Established contacts within the international aquarium and zoo industry are advantageous to the 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 COLLECTION, QUARANTINE AND CARE OF MARINE SPECIMENS AND ANIMAL HUSBANDRY DUTIES

- 8.1.1 Collects, quarantines and cares for marine specimens to be exhibited at the Bermuda Aquarium, Museum and Zoo (BAMZ), in accordance with the Institutional Collection Plan (ICP), to provide live healthy specimens for display, thereby contributing to the knowledge, respect and appreciation of Bermuda's environment by residents and visitors.
- 8.1.2 Adheres to the established standards, policies and procedures in respect to the collection, quarantine and care of marine specimens, while utilizing SCUBA and other equipment.
- 8.1.3 Designs and fabricates equipment to collect and hold unique specimens.
- 8.1.4 Participates in the quarantine and husbandry of animals in the quarantine areas and takes the necessary precautions, when handling venomous specimens and hazardous chemicals.
- 8.1.5 Researches potential specimens for collection that satisfy BAMZ's mission and institutional collection plan. Recommends, as necessary, the collection of appropriate specimens in consultation with the Manager, Marine Operations.
- 8.1.6 Participates in feeding, preparation of diets, etc. in respect to the animals in quarantine, in accordance with the established protocols for the Aquarium regarding nutrition, disease prevention, water quality, etc.
- 8.1.7 Participates in implementing the Preventative Health Care Plan for the animals in quarantine and medicates the animals, as requested by the veterinarian according to the established procedures. As well, participates in the rescue, collection and rehabilitation of wild life, including dangerous species. In addition, assesses the health of the animals and recommends the release, transfer or disposition of animals and in conjunction with the veterinarian, performs and records necropsies on fish specimens.
- 8.1.8 Collects water samples from the exhibit tanks and performs general laboratory tests for water quality, as requested.
- 8.1.9 Undertakes and ensures that the 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.
- 8.1.10 Participates in the design of major aquarium upgrade plans and, in this regard, 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 to the Manager, Marine Operations, for comment and approval. As appropriate, manages the development and fabrication of aquarium exhibits and advises the Manager, Marine Operations of design limitations or problems, so that corrective action can be taken.

- 8.1.11 Maintains records and accurate statistics of the specimens collected, for submission to the Manager, Marine Operations in accordance with the officially approved system of documentation.
- 8.1.12 Monitors the quarantine environments and takes action, to protect the health of the specimens, i.e. pest control, redesign, etc.

8.2 OPERATION OF BOATS AND MAINTENANCE OF VESSELS, MOORINGS, TANKS, ETC.

- 8.2.1 Prepares the boat at the start of the day prior to excursions, operates the boat and makes all decisions relating to the vessel crew and passengers. Monitors the marine forecast, to determine weather conditions for scheduled collection activities/tours and confirms or postpones bookings, accordingly.
- 8.2.2 Advises passengers of safety requirements whilst on board and during in-water activities, to promote their comfort and the success of the voyage.
- 8.2.3 Secures the boat after excursion and prepares it for further excursions. As well, ensures the proper storage of the gear and associated equipment.
- 8.2.4 Maintains the dive tanks, enclosure and behind the scene areas, life support systems, to ensure a high standard of health, safety and aesthetics. As well, cleans repairs, sterilises and stores the equipment and tools used by the Section.
- 8.2.5 Performs routine preventative maintenance of the vessels, engines, equipment and gear, in accordance with the established schedule and specifications. Maintains records of all boating activities and operational details, including oil pressure, temperature, odometer, fuel and oil purchase, etc. As well, routinely inspects and maintains moorings.
- 8.2.6 Maintains, in conjunction with the appointed Dive Safety Officer, the SCUBA gear and equipment for the section and provides advice on safe dive practices and procedures.

8.3 ADMINISTRATIVE DUTIES

- 8.3.1 Participates in the development, implementation and monitoring of policies, procedures and guidelines; updates, as required.
- 8.3.2 Maintains a daily log of all husbandry and maintenance activities, including inventory of specimens, feeding, health observations, training and rehabilitation, etc. and liaises with the Registrar-Animal on record keeping activities as they relate to the animals and enclosures. Produces relevant reports, as necessary.
- 8.3.3 Maintains an inventory of supplies and equipment and replenishes, as necessary.
- 8.3.4 Negotiates, as required, and monitors contracts with outside firms and overseas consultants and ensures that the work is completed according to the terms of the contract.
- 8.3.5 Provides orientation, training and supervision of junior staff and volunteers in the Section in the use of specialized equipment and in established protocols. Assigns work to junior staff and volunteers and ensures that the work is completed according to the established schedules and required standards.

8.4 OUTREACH AND LIAISON

- 8.4.1 Conducts tours and makes 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.
- 8.4.2 Prepares stories for press release, for the approval of the Curator and issues, as directed. As well, contributes articles to the BAMZ newsletters.
- 8.4.3 Develops, as necessary, interpretation of exhibits, in consultation with the graphic team.
- 8.4.4 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.
- 8.4.5 Liaises with the public and law enforcement agencies in respect to issues relating to animals off-site.

8.5 ASSOCIATED DUTIES

- 8.5.1 Participates in Departmental meetings and special related projects, as requested, and shares ideas and information on issues, enhancements, etc. to colleagues.
- 8.5.2 Undertakes other related duties, as requested by the Manager, Marine Operations.