



GOVERNMENT OF BERMUDA

### JOB DESCRIPTION FORM

<b>POSITION (PID) #</b>		<b>690027</b>			
<b>IDENTIFYING INFORMATION</b>			<b>POST CERTIFICATION</b>		
Post Title	Animal Care and Quarantine Officer		Print Name	Signature	Date
Present Grade	N/A		Prepared By		
Department/Section	Conservation Services/Aquarium and Zoo		Post holder Agreed		
Ministry	Public Works		Dept. Head Agreed		
<b>POST STATUS</b>			<b>POST TRANSFER (if applicable)</b>		
	New Post	Revised Post	Redefined Post	Previous Title	
Date	18-Jun-13			Previous Department	
Cabinet Conclusion Ref	24(13)11			Previous Ministry	
Last Review Date	N/A			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	27-29	24 Feb 14	Atgotieffo	Date of Transfer	

<b>1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)</b>	<b>%</b>
1. Management of the Animal Care Center	35%
2. Veterinary Technician Duties	35%
3. Administrative Duties	20%
4. Outreach and liaison	5%
5. Additional Duties	5%
<b>TOTAL = 100%</b>	

<b>2. SUMMARY OF ACCOUNTABILITY</b>
2.1 What specifically is this post accountable for?  This post is accountable for the efficient and effective management the Animal Care Centers and to quarantine and professionally care for live animals which contribute to the further knowledge, understanding and appreciation of Bermuda's and other island environments by residents and visitors, in accordance with the Departmental policies and procedures. The Manager of Animal Care Centers and Quarantine is also accountable for carrying out water quality analysis for the aquarium undertakes financial administrative duties, outreach and liaison and additional duties within the Section.
2.2 Briefly describe the level of decision making authority held by this post.  The Animal Care and Quarantine Officer is responsible for making decisions at a professional level, which can result in changes to procedures and the delivery of service, including decisions on the care and quarantine of animals at the Bermuda Aquarium, Museum and Zoo. The post holder also makes decisions on financial matters in accordance with the relevant policies and procedures.
2.3 To which position does this post report directly? Curator of the Aquarium and Zoo

<b>3. ESSENTIAL KNOWLEDGE &amp; SKILLS</b>
List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories

with minimum supervision.

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

- Must be familiar with the duties of a veterinary technician as they relate to animal treatments, surgery, radiography, clinical and water laboratory testing and general maintenance of the related equipment associated with these areas.
- Must have a good working knowledge of Microsoft Suite and Database programmes.

#### 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 three (3) years' relevant post-qualification 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:

Successful completion of a Bachelor's Degree in Veterinary Technology. Alternatively a Bachelor's Degree in Biology or a related degree program together with a two year Veterinary Technician Certification is also acceptable.

5.2 List any special licenses, registrations or certifications required for this job:

- Certification in Scuba diving (PADI, NAUI, BSAC);
- CPR, First Aid and Oxygen Provider;

#### 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.

None

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Has Direct Management Responsibility	<input type="checkbox"/> 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.					
<input type="checkbox"/> None	<input checked="" 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
<b>6.3 Infrastructure for Vital Government Services</b> (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 checked="" 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 Animal Care and Quarantine Officer must be physically fit and be capable and willing to work both in office type environments and in rugged field conditions and deal with dangerous wild animals and hazardous substances. The post holder must be flexible and willing to work irregular hours, including evenings and weekends and Public Holidays 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. Established contacts within the international aquarium and zoo industry are critical to the position.

Applicants who do not possess a Veterinary Technician Certification, but possess at least five (5) years' relevant experience in a related field, will be considered for the post.

Possession of a "C" Class Pilots' and Intermediate Truck Licences is preferred.

## 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 MANAGEMENT OF THE ANIMAL CARE CENTERS:

- 8.1.1 Manages the Animal Care Centers, including the quarantine rooms/tanks, marine lab and veterinary hospital to insure that they are physically maintained to the appropriate and designated professional standards and are safe and ready for use at all times.
- 8.1.2 Manages the equipment and technology etc. in the hospital and marine lab ensuring that it is working order and maintained according to their specified guidelines. Organizes maintenance as required and notifies the Curator of the Aquarium and Zoo and Veterinarian of any deficiencies or defects.
- 8.1.3 Establishes, in consultation with the Curator Aquarium and Zoo and veterinarian, a business plan for the Section, detailing the operational goals and objectives and the standards of service to be achieved. Evaluates the implementation of the plan against the established objectives and reports to the Curator, so that he/she can advise the Principal Curator, accordingly.
- 8.1.4 Ensures that all officially approved systems of documentation, i.e. records, returns, collection of specimens, etc., are properly administered and accurate statistics regarding the activities in the Section are maintained.

Orders new equipment according to the Business Plan to replace old or damaged supplies.

- 8.1.7 Researches, prices and orders new equipment in conjunction with the Curator of the Aquarium and Zoo and Veterinarian to assist in the day to day clinical requirements of the Section.

## **8.2 VETERINARY TECHNICIAN DUTIES:**

- 8.2.1 Implements the Preventative Veterinary Medicine Plan, including the quarantine of newly acquired marine and terrestrial animals into the collection. Medicates the animals, as requested by the Veterinarian according to the established procedures, ensuring that all chemical and biological hazards are properly disposed of. Performs and records necropsies on fish specimens and other species in consultation with the veterinarian. Liaises closely with the Curator of the Aquarium and Zoo, Animal Registrar and Veterinarian to schedule quarantine and routine physical exams as well as the release, transfer or disposition of animals.
- 8.2.2 Quarantines and cares for acquired marine and terrestrial specimens, to ensure the provision of live healthy specimens for display. Participates in the routine husbandry of quarantined animals, including feeding, preparation of diets, cleaning enclosures etc. Monitors the quarantine environments and initiates and ensures that the staff are educated on quarantine matters and take action to protect the health of the specimens, i.e. pathogen / parasite control, water temperature etc.
- 8.2.3 Carries out in-patient veterinary care, under the guidance of the veterinarian, including: assisting in or implementing prescribed treatments; running diagnostics, and monitoring of animals; running laboratory tests; placing IV catheters and administering IV fluids; and carrying general husbandry duties, including cleaning, feeding and enriching animals as required.
- 8.2.4 Assists with anesthesia including induction, maintenance and recovery of patients, under the guidance of the veterinarian. Cleans and maintain anesthesia equipment on a regular basis and as required.
- 8.2.5 Assists in surgical procedures, under the guidance of the veterinarian, including surgical prepping, monitoring and recovery during the procedures. Maintains and cleans all surgical tools and equipment as required by the manufacturers and to the appropriate professional standards.
- 8.2.6 Provides patient dental care, ultrasonic cleaning and polishing, under the guidance of the veterinarian, as required.
- 8.2.7 Prepares animals and equipment for radiography, positions animals and takes radiographs, under the guidance of the veterinarian. As requested, submits radiographs for consultation to the required professional.
- 8.2.8 Carries our laboratory duties, including insuring quality control, collecting and running samples, recording results and alerting the veterinarian and/or the Curator of the Aquarium and Zoo of abnormal results or invalid tests. Maintains and cleans laboratory equipment as specified by the equipment manufacturer or as required. Alerts managers to any defects in the laboratory equipment.
- 8.2.9 Participates in the co-ordination, collection, rehabilitation and potential necropsy and proper disposal of wildlife, including dangerous species.
- 8.2.10 Collects and collates data pertaining to the collection of marine specimens, e.g. location, number of specimens caught, collection method, water temperature, etc. Liaises with Head Aquarists / Aquarists to ensure the information is accurate and submitted to the Animal Registrar in a timely manner.
- 8.2.11 Consults with the Curator of the Aquarium and Zoo and the Veterinarian and develops, modifies and implements the protocols for the Animal Care Section, including nutrition, disease prevention, training, water quality, etc. Monitors the implementation of the protocols by the staff and takes corrective action, as required.
- 8.2.12 Collects water samples from the exhibit tanks and performs general laboratory tests for water quality using spectrophotometry and other specialized methods.
- 8.2.13 Assists in scheduled research projects that the aquarium or zoo may undertake, as required.
- 8.2.14 Undertakes routine examination and maintenance of the exhibits, enclosures, visitors' areas and life support systems, to ensure that a high standard of health, safety and aesthetics is maintained. Inspects the grounds, buildings and fixtures in designated areas and identifies and reports items in need of repair to the Facility Manager or Curator of the Aquarium and Zoo.
- 8.2.15 Participates in the design of major aquarium / zoo 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 Curator, for comment and approval.



section and updates, as required.

- 8.3.3 Maintains records and accurate statistics of the specimens collected, all field work, husbandry and maintenance activities, in accordance with the officially approved system of documentation, including inventory of specimens, feeding, health observations, laboratory work and rehabilitation, etc. and liaises with the Animal Registrar on record keeping activities, as they relate to the animals and enclosures. Produces relevant reports, as necessary.
- 8.3.4 Orders and replaces equipment, supplies and materials, approves invoices for payment and maintains an inventory of all items.
- 8.3.5 Purchases, cleans, repairs, sterilises and stores the equipment used by the Section and ensures that the staff clean, sterilise and store the equipment correctly. This includes the responsibility for the planned maintenance and care of the quarantine tanks and life support systems.
- 8.3.6 Performs human resources administrative duties in respect to the junior staff under supervision, trainees and volunteers. In this regard, as required, interviews, recruits, orients, trains and provides guidance and makes recommendations for promotion, disciplinary measures, etc.
- 8.3.7 Submits, for the approval of the Curator of the Aquarium and Zoo, vacation and special leave for the junior staff and volunteers and ensures that there is suitable cover, so that the work of the Section is not adversely affected.

#### **8.4 OUTREACH AND LIAISON:**

- 8.4.1 Conducts tours and make presentations on the interpretation of the facilities in the Section.
- 8.4.2 Prepares information for 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 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.
- 8.4.4 Liaises with the public and law enforcement agencies in respect to issues relating to animals off-site.

#### **8.5 ADDITIONAL 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 additional related duties, as requested by the Curator of the Aquarium and Zoo.