



JOB DESCRIPTION FORM

POSITION (PID) #		690030			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Senior 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		
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
Date	9 Dec 2008			Previous Department	
Cabinet Conclusion Ref	Cab. Concl. 42(08)6			Previous Ministry	
Last Review Date				Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	21-23	1 Oct 10	W Julliffe	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Professional zoo keeping duties	50%
2. Administrative duties	25%
3. Outreach and liaison	10%
4. Human resource administrative duties	10%
5. Associated duties	05%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>Working under the supervision of the Head Zookeeper and in accordance with the Departmental policies and procedures, the Senior Zookeeper provides 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 Senior Zookeeper performs administrative duties associated with the provision of the zoo keeping services, including human resources administrative duties. In addition, the Post undertakes outreach and liaison and associated duties within the Section.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Senior Zookeeper will be responsible for making decisions at a professional level in respect to the duties and responsibilities associated with the provision of animal husbandry services at BAMZ, including decisions on the care, maintenance and improvement of zoo exhibits. The Postholder also has the authority to make decisions on human resource matters in respect to the junior staff and volunteers in accordance with the relevant human resource policies and procedures.</p>
<p>2.3 To which position does this post report directly? The Post reports directly to the Head Zookeeper.</p>

3. ESSENTIAL KNOWLEDGE & SKILLS
<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 Senior Zookeeper must possess good organisational, supervisory, leadership, interpersonal, problem solving, and decision making skills. Additionally, the Postholder must possess excellent communication skills, to effectively</p>

engage co-workers and the general public. As well, the Senior Zookeeper 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 a wide range of animal husbandry and breeding techniques for exotic animals and have knowledge on the design, construction and maintenance of zoo exhibits, including basic horticultural skills. The Senior Zookeeper must also 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.

A minimum of three (3) years' relevant experience, undertaking professional zookeeping 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:
 A Associate's Degree in Environmental Science, Zoology or in a related field 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)

- 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 Senior 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.
8.1.2 Provides the appropriate professional 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 the protocols for the Zoo, in consultation with the Curator, Aquarium and Zoo, Head Zoo Keeper and the Veterinarian, including nutrition, disease prevention, training, enrichment, water quality, etc., and monitors the implementation of the protocols by the zoo staff. Advises the Head Zookeeper on the implementation of the policies, procedures and protocols.
8.1.4 Researches and makes recommendations for potential specimens for the collection, that satisfy BAMZ's mission and institutional collection plan, in consultation with the Head Zookeeper.
8.1.5 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 biological hazards are properly disposed of. As well, participates in the rescue, collection, rehabilitation and potential necropsy and proper disposal of wild life, including dangerous species.
8.1.6 Undertakes and ensures that 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. Recommends the release, transfer or disposition of animals in the Zoo to the Head Zookeeper.
8.1.7 Purchases, cleans, repairs, sterilises and stores the equipment used by the Section, and ensures that the staff clean, sterilise and store the equipment correctly.
8.1.8 Ensures that there are suitable facilities and safe working environment for the staff, to facilitate the best possible services are delivered and to enhance the morale and development of staff. Ensures that the staff are provided with the appropriate safety equipment, technology, etc., to enable them to operate at the highest possible of standards. Promptly notifies the Head Zookeeper of any deficits.
8.1.9 Participates in the design of major 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 Head Zookeeper, for comment and approval. As appropriate, manages the development and fabrication of exhibits and advises the Head Zookeeper of design

limitations or problems, so that corrective action can be taken.

- 8.1.10 Inspects the grounds, buildings and fixtures in designated areas and identifies and reports items requiring repairs, enhancements or touch-ups to the Head Zookeeper. Monitors the zoo environments 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 Prepares, in consultation with the Head Zookeeper, the budget recommendations for the equipment, goods and supplies and services to be used by the junior and volunteer programme, ensuring that the relevant documentation is submitted. Administers the approved budget in accordance with Financial Instructions and with due regard for economy.
- 8.2.2 Develops, implements and monitors the policies, procedures and guidelines for the programme; updates, as requested by the Head Zookeeper.
- 8.2.3 Maintains records and accurate statistics of all husbandry and maintenance activities in accordance with the officially approved systems of documentation, including inventory of specimens, feeding, health observations, water quality, training, enrichment and rehabilitation, etc. Provides reports on the activities of the Section to the head Zookeeper and the Animal Registrar.
- 8.2.4 Liaises with the Animal Registrar on record keeping activities, as they relate to the animals and enclosures. Produces relevant reports, as necessary.
- 8.2.5 Orders and replaces equipment, supplies and materials, approves invoices for payment and maintains an inventory of all items.

8.3 OUTREACH AND LIAISON DUTIES

- 8.3.1 Conducts 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 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 HUMAN RESOURCE ADMINISTRATIVE DUTIES

- 8.4.1 Performs human resources administrative duties in respect to the junior staff, trainees and volunteers. In this regard, interviews, recruits, orients, trains, supervises and provides guidance, as required.
- 8.4.2 Provides orientation, training and supervision of junior staff, trainees and volunteers in the Zoo in the use of specialised equipment and in the established protocols. Assigns work to junior staff and volunteers and ensures that the work is completed according to the established schedules and required standards.
- 8.4.3 Provides feedback to the staff on their performance, so that, in cases where improvements in performance are required, corrective actions can be taken.

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 related duties, as requested by the Head Zookeeper and the Curator, Aquarium and Zoo.