



GOVERNMENT OF BERMUDA

JOB DESCRIPTION FORM

POSITION (PID) #		690033, 690041, 690043 and 690044			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Aquarist		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		
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	
	PS17-19	1 Oct 2010	[Signature]	Date of Transfer	

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

<p>2. SUMMARY OF ACCOUNTABILITY</p> <p>2.1 What specifically is this post accountable for?</p> <p>Works under the supervision of the Head Aquarist and in accordance with the Departmental policies and procedures, to provide the appropriate care, maintenance and improvement of all aquarium exhibits at the Bermuda Aquarium, Museum and Zoo (BAMZ), which contribute to a further knowledge, understanding and appreciation of Bermuda's environment by residents and visitors. The Aquarist also performs administrative duties associated with the provision of the aquarist services and 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 Aquarist will be responsible for making decisions at a professional level in respect to the duties and responsibilities associated with the delivery of the services, for which the Postholder is responsible, including decisions on the care, maintenance and improvement of exhibits. As well, the Postholder must possess a practical "can do" attitude and contribute positively to the work environment.</p> <p>2.3 To which position does this post report directly? The Head Aquarist.</p>
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<p>3. ESSENTIAL KNOWLEDGE & SKILLS</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>
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fauna, be able to operate a boat safely and possess a 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 one (1) year's relevant experience, undertaking aquarist duties.

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:

The Post requires a Associate's Degree in Aquarium Science, Environmental Science, Marine Biology or Zoology.

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

Certification in Scuba diving to Rescue Diver or equivalent (PADI, NAUI, BSAC), CPR, First Aid and Oxygen Provider and the possession of a "C" Class Pilots' and Intermediate Truck Licences are required.

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)

programme and ensures that they are implemented and monitored by all sections; updates, as required.

- 8.2.3 Maintains accurate statistics and daily log of all husbandry and maintenance activities, in accordance with the officially approved system of documentation, including inventory of specimens, feeding, health observations, training and rehabilitation, etc., and submits them to in a timely manner to the Head Aquarist and Animal registrar.
- 8.2.4 Liaises with the Animal Registrar on record keeping activities, as they relate to the animals and enclosures, and produces relevant reports to the Head Aquarist and Animal Registrar, as necessary.
- 8.2.5 Orders and replaces equipment, supplies and materials, as requested, approves invoices for payment and maintains an inventory of all items.
- 8.2.6 Provides orientation, training and supervision of junior staff and volunteers in the Aquarium 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 an required standards
- 8.2.7 Provides feedback to the junior staff on their performance, so that in cases where improvements in performance are required, corrective actions can be taken.

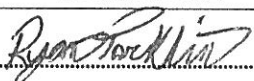

8.3 OUTREACH AND LIAISON DUTIES

- 8.3.1 Conducts 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 Aquarist, 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 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 additional related duties on occasion, as requested by the Head Aquarist.

9. POST CERTIFICATION/SIGNATURES:

No.	POSITION PID#	POST HOLDER		DATE
		NAME	SIGNATURE	
1	690033	Ryan Tacklin		Sept. 14, 2012
2	690041	Vacant		
3	690043	Vacant		
4	690044	Norvell Wright		Sept 15, 2012

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 Aquarist 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, 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.

Applicants, who do not possess an Associate's Degree, but possess an equivalent or at least two (2) years' experience in animal care, handling and behaviour, will also be considered for the Post.

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 AQUARIST DUTIES

- 8.1.1 Undertakes assigned professional duties in accordance with the established plan and participates in the routine husbandry of animals in the aquarium 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 aquarium to the Head Aquarist.
- 8.1.2 Provides the appropriate care, maintenance and enhancement of all aquarium 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 aquarium, 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 Aquarist on the implementation of the policies, procedures and protocols. Provides orientation and training to current and new staff, trainees and volunteers, as required, 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 Aquarist. Provides lists of identified marine specimens for collection by the Marine Operations Section to the Head Aquarist and participates in the collection process, as necessary.
- 8.1.6 Participates in the Preventative Health Care Plan for the animals in the aquarium 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.
- 8.1.7 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 correctly.
- 8.1.9 Inspects the grounds, buildings and fixtures in designated areas and identifies and reports items requiring repairs, enhancements or touch-ups to the Head Aquarist. Monitors the aquarium environments and initiates or recommends action to protect the health of the specimens, i.e. pest control, redesign, etc.

8.2 ADMINISTRATIVE DUTIES



GOVERNMENT OF BERMUDA
The Cabinet Office

Department of Human Resources

23rd October 2012

Mr. Andrew Pettit
Director
Department of Conservation Services
'Shorelands'
17 North Shore Rd.
Hamilton Parish FI 03

Dear Mr. Pettit:

Please find enclosed for your department records a signed copy of the amended job description the following post:

- **690033,41 Aquarist (4 posts)**
- **690043,44 BAMZ**

Regards,

A handwritten signature in black ink, appearing to read 'M Jolliffe'.

Madree Jolliffe

Secretary to the Joint Grading Panel