



Animal Keeper – Late Routine

Internal recruitment

Status:	One full-time position Late Routine - performing established late routines for all animal care areas; will also be assigned to day routine duties during scheduled workweek Workweek: Friday through Tuesday Shift: Day (10:30-7:00 winter & 11:30-8:00 summer)
Work location:	Oregon Zoo 4001 SW Canyon Rd Portland, OR
Pay range:	Entry: \$18.97; six months: \$20.17; eighteen months: \$21.44; thirty months: \$22.79; 42 months: \$24.21/hour This position is represented by LIUNA 483 and is non-exempt
Recruitment number:	Zoo-0470-July10
Application deadline:	July 29, 2010

All applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

Performs responsible animal duties in the care of a variety of exotic and domestic animals at the Oregon Zoo.

Duties include responsibility for upkeep of indoor and outdoor animal holding, lab, remote location and exhibit areas; overseeing and training volunteers, interns and other staff; maintaining records relating to health, diet and behavior; observing animal health and maintaining interfaces with veterinary staff; developing animal enrichment and training programs; and providing enhanced education, tours, and experiences.

Animal Keepers also collaborate, lead, and/or assist with breeding, conservation and research projects; participate in the development and implementation of improved plans, protocols and procedures; serve as first responder and perform emergency service functions; and may perform designated duties of Senior Keepers or supervisory personnel. May provide lead direction and serve as a resource to other Animal Keepers, volunteers, interns, and temporary keepers. This position is supervised by a Senior Animal Keeper or the Assistant Zoological Curator.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Performs and coordinates day-to-day care and specialty duties; facilitates and enhances education and experiences for visitors and other persons; and assists in developing animal care plans, protocols and procedures.
- Coordinates, oversees and performs upkeep, cleaning, and disinfecting functions for areas such as barns, cages, yards, pools, food trays and water troughs. Also maintains lab, office and other areas. Checks conditions of animal environments to assess security and safety for animals, employees and visitors. Monitors aquatic life support systems for malfunctions and effects actions to remedy malfunctions.
- Functions as a member of an animal care team. Participates in self and team directed functions. Works closely to coordinate with colleagues, supervisors, gardeners, custodians, security, maintenance and other Zoo staff. Facilitates good communication with all animal areas to keep apprised of changes and needs in each animal area.
- Coordinates, oversees and performs animal feeding duties such as preparing prescribed diets; setting out and offering food in a manner which is most likely to result in total consumption. Makes precise reports on food consumption.
- Observes animals throughout assigned shift to identify normal and abnormal behavior, reproductive behavior, eating habits, health problems, injuries, adjustments to diet, and changes or response to medication. Assesses whether alternative practice should be implemented; consults with medical staff as warranted. Checks condition of cages, doors and other features and identifies equipment needs and requests repairs or modifications.
- Utilizes animal training and conditioning to facilitate participation and cooperation with daily keeper and medical procedures.
- Administers medications as prescribed by Veterinarian; observes animals to determine the medications taken; informs Veterinarian of response to medication or other treatments. Performs routine blood draws. Follows veterinarian orders for skin, foot and other care.
- Performs general husbandry tasks which can include duties such as trimming nails, exercising animals, deworming, assisting with breeding programs or other daily routines.
- Designs, develops, and implements daily and other enrichment programs. This includes brainstorming and researching, presentation and approvals, fabrication and formulations, and tests and observations to promote environmental and other stimulation.
- Sets up and maintains a variety of records and keeps records on daily health, behavior and diet, food inventory and supply, breeding and mating activity, births, deaths, transfers, etc.
- Coordinates and performs first responder and emergency service functions and also helps establish safety protocols to maintain animal health and security and public protection. Assists Zoo Security Officers as needed.
- Operates and maintains tools and equipment to maintain a safe working environment, which, depending on functions, may include, for example, pepper spray, painted safety zones, safety gloves, goggles, respirators, ear plugs, face masks, video monitors, mirrors, lockouts/tagouts, signage, baffle boards, hot wire, CO2 canisters, fire extinguishers, ozone detectors, SCUBA systems and gear, first aid kits, foot baths and other items.
- Assists with the capture, restraint or segregation of animals for shipment, medical treatment, research or transfer to another area. May make evening trips to airport for transfer of animals.
- Assists other Zoo staff in the preparation of educational material by providing information about animal behavior, size, habitat, etc. Acts as resource to public and takes tours through area as assigned.
- Participates in professional development and research functions, conducts approved research, conservation and other projects, attends animal keeper meetings, and confers with supervisor and administrative staff concerning findings, practices and facilities.
- Compiles data for a variety of reports.
- Assists the public, public officials and other employees in a professional and courteous manner.

- Develops safe work habits and contributes to the safety of self and co-workers.
- Contributes to a positive team atmosphere.
- Has regular and punctual attendance.
- Performs assigned duties during an emergency situation.
- Performs other duties as assigned.

Minimum Requirements

Bachelors degree in biology, zoology, or related subjects relevant to the care of zoo animals with three years professional animal keeper related experience, including experience in the breeding and husbandry of domestic and exotic animals, including birds, mammals, fish, reptiles and amphibians,. Licenses and Certifications depend on area and other requirements and may include, for example, in the Marine Animal area SCUBA certifications, as well as First Aid/CPR Certification, and such other certifications, training, and licenses as may be required.

Knowledge, skills and abilities

- Knowledge of general, specialty, and advanced animal care practices and methods.
- Knowledge of animal behavior, health, reproduction, diagnostics and well being.
- Knowledge of occupational and other safety required in the area of work assignment.
- Knowledge of general and specialized materials, methods, tools and equipment.
- Aptitude and interest necessary to further develop knowledge and abilities in the areas of animal behavior, biology and related subjects.
- Skill to operate a personal computer and associated software, radios and cell phones.
- Skill to react quickly to hazardous conditions.
- Skill to enhance Zoo visitor education, events and experiences, to provide information on animals, keeper functions and animal care, and to interact with the public.
- Skill to speak English, communicate effectively, and to maintain effective working relations with colleagues and supervisors.
- Skill to gain compliance and enforce Zoo rules and regulations and to maintain public and animal safety and control.
- Skill in making thorough observations and documenting observations.
- Ability to learn prescribed routines quickly and to work without close supervision.
- Ability to work independently and function as a team member or team leader.
- Ability to develop and maintain multiple priorities to ensure work is completed.
- Ability to understand, issue, and follow complex oral and written instructions.
- Ability to work with and be comfortable around exotic and sometimes dangerous animals.
- Ability to lead and/or perform emergency service and first responder functions.
- Ability to physically perform strenuous manual work indoors and outdoors under severe climate conditions in hazardous locations and in enclosed spaces and at heights and under other adverse conditions.
- Ability to perform essential duties which may include lifting up to 50 pounds.
- Ability to apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Ability to use discretion with confidential and sensitive matters.
- Ability to provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Ability to establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Ability to work in a safe manner and follow Metro safety policies, practices, and procedures.
- Ability to perform the assigned duties of the position.
- Ability to develop and maintain the knowledge, skills and abilities and to obtain and maintain certifications and license.

Working Conditions

Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather, and in proximity to dangerous animals and other adverse conditions. May need to lift up to 50 pounds.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal candidates on July 21, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Discuss your experience with conservation projects. Describe the project and your role and responsibilities.**
 2. **Describe your experience working with adult and youth volunteers. What skills and abilities can you contribute in the role?**

Submit your application

Deadline: 5 p.m., July 29, 2010

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail.
Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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