# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

## Assistant Animal Curator
## Job Code: 5130
## FLSA: Non-Exempt

## Purpose of Classification:

The purpose of this classification is to provide daily animal care and habitat maintenance, to coordinate animal training and enrichment programs, and to provide lead guidance, direction, and training to assigned staff at the City's nature center.

## Distinguishing Characteristics:

This is a single level classification.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Cares for various animals in the nature center's collection, including, but not limited to, large carnivores venomous snakes, non-venomous snakes, large domestic livestock, weasels, snapping turtles, hawks, and owls: feeds center animals in accordance with species-specific diet and feeding protocols; prepares food, such as vegetables, raw

meat, and rodents; trims hooves; shears coats; performs physical exams; captures and/or restrains animals; transports animals; designs and implements species-appropriate enrichment programs for all species; maintains, orders, and stores inventory of feeding and animal care materials; observes animal behaviors; conducts investigative research; and implements actions to encourage or prevent behaviors.

Implements safety and emergency protocols to ensure the safety of staff, animals, and guests: ensures adherence to established safety and emergency protocols, such as firearms safety and handling, animal escape, restraint, and capture, dangerous weather, guest or staff injury, fire, missing person on grounds, heavy machinery operation, handling hazardous chemicals and materials, zoonotic disease prevention, and other safety and emergency protocols; monitors work environment, use of safety equipment, and animal behaviors to ensure safety of staff, animals, and guests; initiates any actions necessary to correct deviations or violations; and attends and participates in safety and emergency drills and meetings.

Assists with providing veterinary care: reviews and adheres to veterinary medication prescriptions and medical instructions; assists with animal capture and restraint for procedures, anesthesia, or euthanasia; assists with injections, administering fluids, drawing blood, and monitoring vital signs; measures and records animal weight; and provides physical therapy and exercise for animals.

Performs habitat maintenance: constructs habitats; designs structures within habitat areas; cleans and scrubs habitat areas; removes animal waste and debris; trims trees; mows lawns; monitors and maintains perimeters, electric fences, and locks; identifies and removes toxic plants; maintains aquatic life support, such as filters, pumps, and water quality testing; maintains terrariums; loads, moves, unloads, and rakes mulch, sand, and gravel; and performs routine carpentry, plumbing, and electrical duties.

Develops and coordinates animal training and enrichment programs: evaluates new training and enrichment activities; writes, creates, and/or updates training and enrichment plans and items for collection animals; performs specific animal training and enrichment activities; and maintains related records and documentation.

Conducts staff training: prepares and implements training regarding animal care, safety and emergency protocols, animal training and enrichment programs, and other topics, as directed.

Operates a variety of tools and equipment to complete essential functions, such as forklift, lawn mower, trimmer, leaf blower, various power and hand tools, pool and pump filter systems, dump truck, chain saw, etc.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to animal care, welfare, training, and enrichment; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, animal care journal, training and enrichment plans, logs, reports, evaluations, and requests, project updates, employee training materials and logs and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

## Additional Functions:

Performs other related duties as required.

## Minimum Qualifications:

Associate degree in Animal Science or a related field required; supplemented by three years of experience in animal care, animal husbandry, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid North Carolina driver's license.

**Specific Knowledge, Skills, or Abilities**: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

## Performance Aptitudes:

**Data Utilization**: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction**: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA Compliance:

**Physical Ability**: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental

conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, water hazards, hazardous materials, toxic agents, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, firearms, violence, disease, pathogenic substances, or rude/irate customers.

*The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*