ASHEVILLE, NORTH CAROLINA

Classification Specification

Animal Care Naturalist
Job Code: 5120
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide daily animal care, routine habitat maintenance, and guest education 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.

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 routine habitat maintenance: 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.

Maintains animal records and documentation: records observations of animal behavior, environmental parameters, such as temperature, humidity, and water quality, diet administration and consumption, enrichment interaction, and training sessions; records medications given, supplements offered, and changes in health condition; and enters observations and medical information in daily journals and animal care databases.

Supervises interns and volunteers: screens, interviews, selects, trains, and supervises interns and volunteers to assist in a limited capacity with habitat maintenance, diet preparation, and animal care.

Implements community education and outreach: presents interpretive programming formal and informal tours to guests; provides information and answers questions; ensures guests comply with facility rules; and provides multimedia education, including segments with local and regional news outlets, radio stations, and newspapers.

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

Operates a variety of tools and equipment to complete essential functions, such as forklift, four-wheel all-terrain vehicles, power and hand tools, dump truck, golfcart, gator, firearms, safety equipment, electric fence, large shift gates, locks, riding mower, push mower, weed eater, catch poles, nets, snake hooks, y-bar, ropes/leads, harnesses, carriers, CO2 cannister, bear mace, airhorn, megaphone, pepper spray, gloves, washer and dryer, dishwasher, rakes, hoses, shovels, scrub brushes, squeegee, etc.

Communicates with supervisor, subordinates, other City employees, vendors, 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, daily journal, enrichment reports, veterinary notes, water quality records, medical treatment sheets, feed and supply inventory, animal welfare assessments, animal weights/body condition records, FAMACHA reports, 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:

Bachelor's Degree in Animal Science or a related field required; supplemented by one year of work experience that shows an ability to maintain steady employment in any 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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

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 requiring complex and/or rapid adjustments.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

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.