

## Keeper III (Hoofstock) Job Description

**Reports To:** Keeper IV-Lead Keeper and Animal Department Managers

**Department:** Animal Care

**Salary:** \$17.95/hr

**Job Status:** Full-time, Non-Exempt

**Union Status:** Union

**Position Scope:**

All animal keeper levels are responsible for animal husbandry, including training and enrichment. Additionally, animal keepers are responsible for maintenance of habitats, holdings, and public areas as assigned. All keeper levels will expect to be responsible for normal keeper duties as part of the daily responsibilities. The Keeper III will report to the Keeper IV-Lead Keeper and Animal Department Managers. This position has no direct staff reports but will liaise with animal managers. We expect this position to provide positive leadership and promote a positive work culture.

**Essential Functions:**

- Monitor health and behavior of the animal collection and communicate changes to supervisor and veterinary staff. Oversee administration of medications as applicable.
- Complete daily records in Zoological Information Management Systems (ZIMS), in-house Quality of Life (QOLs) records and participate in completion of Animal Welfare forms.
- Maintain a high-performance level of advanced keeper duties including excellent animal care and guest interactions.
- All keepers will be expected to become familiar with AZA Animal Care husbandry standards, as well as USDA and OSHA standards.
- Strong interpersonal skills to form and maintain positive relationships within the work environment.
- Actively participate in the improvement of area policies, procedures, and protocols to ensure the highest standards of care for the collection and the safety of staff and guests with the willingness to provide constructive feedback.
- Support and participate in the coordination of collaborative efforts pertaining to the care of the collection including, but not limited to, training, enrichment, research, and education.
- Complete behavioral management training and utilize operant conditioning techniques.
- Actively foster constructive attitudes and positively participate in a team environment.
- Support Utica Zoo and its departments which include marketing, education, veterinary services, facilities and external department initiatives.
- Demonstrate the ability to coordinate and supervise activities of interns and volunteers.
- Communicates effectively with supervisory staff and co-workers, both written and orally.
- When possible, actively participate in workshops, seminars, activities, and conferences aimed at continually improving job knowledge and professional development.
- Must be willing to fully support Utica Zoo's strategic plan, mission and values, and work with all zoo staff to support these plans.
- Responsible for special projects, procedures, and goals set forth by the animal department managers.
- Support Utica Zoo's conservation and research initiatives.
- Must be dependable and willing to work flexible hours, weekends, and holidays.

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- Keeper III will show the ability to gain additional responsibilities above Keeper I or II. This may include coordination of programs or service on committees. The position may also include monitoring a single animal area of the zoo and coordinating management with the Animal Department Managers. Duties will consist of following through with diet changes, facilitating area projects, delegating responsibility to keeper staff, and ensuring the area is USDA compliant. The Keeper 3 position should continue to consult with supervisors about husbandry changes and animal or staffing concerns.
- Keeper III would be eligible for participation in SSP and studbook management such as Institutional Representative (IR) roles, at the approval of the Animal Department Managers.
- Keeper III will maintain an active role in the Utica Zoo emergency response team, as deemed necessary by animal management.
- Keeper III will remain proficient and up to date on all aspects of husbandry for the areas assigned as part of their role. This will include frequent rotation between 2 or more areas. There will also be expectations that this keeper level will be able to fill in other areas outside of their oversight as well.
- Keeper III will deliver a positive visitor experience including engagement and assisting them in having a great experience at the Utica Zoo.
- Keeper III will provide mentorship to and give input into evaluations of Keeper levels I and II.
- Keeper III is recommended to consider membership in professional organizations such as AZA and AAZK.
- Keeper III will assist with protocol development and review, with final approval from animal managers.
- Keeper III will help maintain clear communication within the areas such as updating whiteboards and other information signage as well as using GroupMe for communication.
- This job description is not intended to be all-inclusive; therefore, the employee may be required to perform other reasonably related duties as assigned by management.

### Qualifications:

- A minimum of 4 years' animal care experience as determined by Utica Zoo is required. Paid experience at an AZA accredited facility is also preferred. Exceptions will be made on a case-by-case basis.
- Good communication skills, an enthusiasm for interacting with the public and a willingness to give regular talks to guests, special groups, etc.
- Experience with operant conditioning and enrichment techniques is preferred. Must have strong written and oral skills.
- Demonstrate computer proficiency to complete the functions of this position.
- Must have the ability to use light power tools after suitable training.
- Must obtain and maintain a valid New York driver's license within six months of employment.

### Education / Experience:

- Four-year degree in biology, psychology, or related field is preferred; sufficient relevant experience will be considered.

### Physical Requirements:

- Must be able to work outdoors in all weather conditions and have the physical ability to perform strenuous work. Must be capable of lifting 50 lbs. or more.

**Equal Employment Opportunity (EEO) Policy:** The Utica Zoo provides equal employment opportunities to all current employees and all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, natural origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.