

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Animal Care Assistant	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9106
<b>DIVISION:</b>	Golf Courses/Farmstead	<b>DATE:</b>	05/11/2016
<b>REPORTS TO:</b>	Supervisor, Animal Care	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>X</b>
		<b>COST CENTER:</b>	531

**REPLACES:** New

**DATE:**

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**JOB SUMMARY STATEMENT:**

Assists with the animal care at the Farmstead operations. Performs routine animal care, including feeding, cleaning, animal waste disposal, health, and welfare. Assists with operation and supervision of Pony Ride Operations. Assists with the maintenance of facilities. Provides educational materials and assistance to the public. Assists with training and supervision of animal care attendants. Provides support to all areas of the farmstead.

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**DUTIES AND RESPONSIBILITIES:**

1. Assists with the animal care at the Farmstead which includes feeding, cleaning, animal waste disposal, health and welfare.
2. Assists with operation and supervision of Pony Ride Operations.
3. Assists Animal Care Supervisor and performs animal care such as worming, trimming hooves, beaks and talons, and giving vaccinations and other injections as needed. Observes animals to detect illnesses and injuries. Consults with veterinarian to determine type of medication or treatment needed.
4. Assist in planning and reviewing feeding schedules and amounts for all animals. Monitors animal feed supplies. Checks feed supplies; orders supplies when necessary; picks up, load and unload feed; stores feed properly to prevent spoilage and waste; prepares feed for distribution.
5. Assists in planning new animal displays and procurement of new animals.
6. Conducts and leads farm tours about the different animals at the Farmstead for groups of 10-40.
7. Provides educational materials and assistance to the public.
8. Ensures a safe environment for animals, visitors, and the general public. Assists in cleaning of work areas and Farmstead facilities.
9. Assists with maintenance of facilities.
10. Provides general information to public by answering questions, providing directions, and enforcing rules.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.**

## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school education with additional courses in agriculture business, animal husbandry, zoology or a combination of formal education and experience and a minimum of 18 years of age. Possession of appropriate, valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE:**

One year experience in the care and maintenance of farm and domestic animals and farm-related facilities, or an equivalent level of experience. Experience in operation of tractor, loaders, backhoes, and dump trucks preferred. Effective public relations skills and the ability to work with children.

### **SKILLS:**

1. Good oral and written communication skills
2. Attention to detail
3. Organizational skills
4. Manual dexterity
5. Presentation skills
6. Working knowledge of windows-based PC software applications such as spreadsheets and word processing.
7. Time management skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend City, state, and federal regulations
2. Ability to prioritize work
3. Ability to recognize and protect confidential information
4. Ability to train and guide others
5. Ability to read and understand technical manuals concerning animal care, equipment repair and maintenance and plant care
6. Ability to work independently
7. Ability to learn and understand PC software applications.
8. Alpha and numeric recognition
9. Knowledge of animal care and grooming
10. Ability to work in hectic environment

### **PHYSICAL REQUIREMENTS:**

1. Exposure to extreme environmental conditions
2. Exposure to loud noises
3. Exposure to heights
4. Ability to work in confined spaces
5. Ability to distinguish smells
6. Ability to operate City vehicles and large equipment, such as truck, front-end loader, skid loader riding mower, tree spade, and back hoe
7. Ability to speak to individuals or groups for an extended period of time
8. Ability to restrain animals ranging in size from rabbits and eagles to buffaloes
9. Ability to administer animal vaccinations and perform routine care of animals
10. Visual acuity to identify animal variations and abnormal conditions
11. Ability to operate various office equipment such as typewriter, adding machine, copier, personal computer.

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Indirect: temporary staff

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**