

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Animal Care Attendant	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9105
<b>DIVISION:</b>	Farmstead	<b>DATE:</b>	01/03/2017
<b>REPORTS TO:</b>	Supervisor, Animal Care	<b>FLSA STATUS:</b>	Nonexempt
<b>FULL-TIME:</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b>
		XXX	531
<b>REPLACES:</b>	New	<b>LAST REVISED DATE:</b>	1/2011

### JOB SUMMARY STATEMENT:

Works under the supervision of the Animal Care Supervisor in one or more of the following areas: Pony Rides, Dairy Barn, Animal Pen Maintenance. Animal Care Attendant interacts with the public during while performing daily duties. Assists with additional animal care duties to maintain the health and safety of the animals throughout the Farmstead.

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### DUTIES AND RESPONSIBILITIES:

1. Pony Rides
  - a. Performs duties at pony ride operations, will interact with children of all ages and their guardians while loading and unloading guests off and on ponies in a safe manner. Leads ponies around a figure 8 track.
  - b. Performs daily grooming and saddling of ponies. Assists in animal care by watering, feeding, and cleaning animals on a daily basis.
  - c. Assists in cleaning of work areas. Includes sweeping, raking, shoveling, and removal of animal manure. Picks up debris and disposes of properly.
2. Dairy Barn
  - a. Conducts (twice daily) milking demonstrations for the public.
  - b. Assists in animal care by watering, feeding, and grooming animals on a daily basis.
  - c. Assists in cleaning of work areas. Includes sweeping, raking, shoveling, and removal of animal manure. Picks up debris and disposes of properly.
3. Animal Pen Maintenance
  - a. Performs daily cleaning of animal pens throughout the Farmstead.
  - b. Assists in weekly cleaning of other specialty enclosures throughout the Farmstead.
  - c. Acts as a floater attendant to other areas under animal care management when needed.
4. Provides general information to public by answering questions, providing directions, and enforcing rules.
5. Assists in ensuring a safe environment for animals, visitors, and general public. Identifies safety hazards and informs supervisor of hazards. Takes corrective action.
6. Performs other duties as assigned.
7. 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 organizations with which interaction is required to accomplish work and employer goals.
8. 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 includes 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.

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## GENERAL QUALIFICATIONS

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

- Basic education - Must be 15 years or older.

### EXPERIENCE:

- This is an entry-level position.
- No previous experience is required.
- Animal background is beneficial and experience with horses and/or livestock preferred.

### SKILLS:

1. Manual dexterity
2. Good communication skills
3. Basic reading and math skills
4. Good memory skills
5. Good observational skills
6. Tidy/picks up after oneself

### MENTAL REQUIREMENTS:

1. Ability to work under distracting conditions
2. Ability to remain calm and polite during stressful situations
3. Ability to carry out assignments through oral and written instructions
4. Ability to receive training and maintains knowledge of Farmstead activities and programs
5. Ability to greet and assist the general public.

### PHYSICAL REQUIREMENTS:

1. Ability to work with animals; including large livestock
2. Ability to handle extreme environmental conditions
3. Ability to lift at least 30 lbs
4. Ability to sit or stand and be attentive for extended periods of time
5. Ability to greet and assist the general public
6. Ability to walk for extended periods of time

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

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 comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned this job.