

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Animal Care	BAND/LEVEL:	Mgmt I
DEPARTMENT:	Recreation Services	JOB NO:	2740
DIVISION:	Golf Courses/Farmstead	DATE:	3/25/12
REPORTS TO:	Superintendent, Farmstead	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 531

REPLACES: Animal Care Specialist

DATE: 12/13/2010

JOB SUMMARY STATEMENT:

Supervises the animal care of the Farmstead operations. Performs routine animal care, including feeding, cleaning, animal waste disposal, health, and welfare. Assists with the maintenance of facilities. Provides educational materials and assistance to the public. Drives City vehicles and large machinery. Provides support to all areas of the farmstead.

DUTIES AND RESPONSIBILITIES:

1. Assists with coordination and supervision of seasonal employees. Schedules and assigns work of animal care attendants. Answers questions or assists with problems.
2. Supervises 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.
3. Maintains thorough and complete records on all animals to include identification, health, animals on hand, health testing records and disposal.
4. Plans and reviews 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. Assists in repair and new construction, and landscaping projects. Performs basic carpentry, plumbing, concrete and electrical work. Paints buildings and signs. Operates hand and power tools and large motorized equipment as required.
7. Prepares bid information as directed. Reviews incoming bids and recommends qualified bidder per purchasing and budget guidelines. Prepares and processes purchase orders. Administers contracts for services related to Farmstead Operations.
8. Maintains animal feed vending machines. Checks machines daily and fills when needed; cover machines in inclement weather; repairs and cleans machines when necessary.
9. Performs general maintenance and repair of equipment. Checks fluid levels, repairs and replaces parts as required. Cleans and maintains equipment per equipment manual instructions.
10. Ensures a safe environment for animals, visitors, and the general public. Supervises and assists in cleaning of work areas and Farmstead facilities.
11. Assures compliance with federal, state, and local regulations relating to Farmstead operations, such as material data safety sheets, hazard communication programs, and permit acquisitions. Obtains continuing education through professional organizations by attending necessary training sessions and seminars.
12. Provides general information to public through informal and formal speaking engagements and training sessions.
13. Coordinates with other sectional and divisional personnel regarding equipment and personnel needs.

Title: Supervisor, Animal Care
Cost Center: 531
Date: 3/25/12
Page 2

14. Performs general office duties such as answering phones, assisting general public and organizing files.
15. Assists in emergency operations, including snow removal as required.
16. 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.
17. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

A Bachelor's Degree in animal husbandry, zoology or a combination of formal education and experience. Possession of an appropriate valid driver's license. Must obtain a Commercial Driver's License within six months from date of hire. Must maintain an insurable driving record.

EXPERIENCE:

Two to three years of increasingly responsible experience in care and maintenance of farm and domestic animals and farm-related facilities, or an equivalent level of experience. Some experience in general landscaping. 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. Basic math and accounting skills
5. Manual dexterity
6. Presentation skills
7. Good PC skills, including ability to use spreadsheets, word processing, presentation, software applications.
8. Facilitation skills
9. Project management skills
10. Time management skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state, and federal regulations
2. Ability to prioritize work
3. Ability to meet deadlines
4. Ability to recognize and protect confidential information
5. Ability to train and guide others
6. Ability to work on several projects at once
7. Ability to read and understand technical manuals concerning animal care, equipment repair and maintenance and plant care
8. Ability to perform basic math and apply basic accounting principles
9. Knowledge of basic construction techniques
10. Ability to read and understand building plans and specifications
11. Ability to work independently
12. Ability to learn and understand PC software applications.
13. Alpha and numeric recognition
14. Knowledge of animal care and grooming
15. Mechanical aptitude
16. Ability to work in hectic environment with many interruptions

Title: Supervisor, Animal Care
Cost Center: 531
Date: 3/25/12
Page 3

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 identify and distinguish colors
7. Ability to operate various hand and power tools, such as router, drill circular saw, shovel, rake, hoe, hand mower, weedeater, rototiller, chain saw, power pruner, and leaf blower
8. Ability to operate City vehicles and large equipment, such as truck, front-end loader, skid loader riding mower, tree spade, and back hoe
9. Ability to speak to individuals or groups for an extended period of time
10. Ability to restrain animals ranging in size from rabbits and eagles to buffaloes
11. Ability to administer animal vaccinations and perform routine care of animals
12. Visual acuity to identify animal variations and abnormal conditions
13. Exposure to chemical, fumes, dust, smoke, sprays, fogs, and mists
14. Ability to operate various office equipment such as typewriter, adding machine, copier, personal computer.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct and Indirect:
 Part-time, temporary and volunteer employees

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.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Occasional	misc. tasks could require sitting postures
Driving	Occasional	motor vehicle operation
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Feed Bags	50 lbs	Ground to Chest	variable	occasional	Tw o-hand lift
Feed Buckets	15 lbs	Ground to Chest	variable	occasional	One or Tw o-hand lift
Hay Bales	70 lbs	Ground to Chest	variable	occasional	Tw o hand lift, use knee to "buck" bale
Oral Larvacide Block	33 lbs	Ground to Chest	variable	occasional	One or Tw o-hand lift
Children	variable	up to 40 inches	variable	occasional	To load child on to pony for ride
Various Long Hand Tools	<5 lbs	Ground to Chest	variable	occasional	Shovel, broom, rake, pitch fork, etc.

Title: Supervisor, Animal Care

Cost Center: 531

Date: 3/25/12

Page 4

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Feed Bags	50 lbs	10 feet	variable	occasional	From bag pile to feed bin
Feed Buckets	15 lbs	0-30 feet	variable	occasional	From feed bin to truck, truck to animal
Hay Bales	70 lbs	10 feet	variable	occasional	Move bale from pile to loft opening
Oral Larvacide Block	33 lbs	0-30 feet	variable	occasional	Barn to truck, truck to animal
Various Long Hand Tools	<5 lbs	0-30 feet	variable	occasional	Carry w hile using in barn

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Barn Door	40 lbs.	occasional	To open/ close barn door
Hay Bale	30 lbs	occasional	two hand push, into position to lift/ drop

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Barn Door	40 lbs.	occasional	To open/ close barn door
Hay Bale	30 lbs	occasional	two hand pull, into position to lift/ drop

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	to reach top shelf of storage cabinet
At Shoulder Height	occasional	for various tools
Below Shoulder Height	occasional	variable depending on animal care requirements
Below Waist	occasional	variable depending on animal care requirements
Below Knee	occasional	variable depending on animal care requirements

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pnching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent