

POSITION DESCRIPTION



**KYABRAM
FAUNA PARK**

POSITION TITLE: Wildlife Keeper

MANAGER:

.....
Signature & Date

INCUMBENT:

.....
Signature & Date

.....
Print Name

POSITION OBJECTIVES

Managing and maintaining the animals and environment of the Kyabram Fauna Park Inc (Park) and daily handling of the venomous snakes within the collection.

KEY RESPONSIBILITIES

- Clean animal exhibits, off limit enclosures and public areas as directed, including removal of faeces, rubbish, cobwebs etc
- Ensure minimum standards of presentation of all enclosures
- Prepare and distribute food according to Standard Operating Procedures, or as directed
- Inform management of required repairs to enclosures
- Undertake enclosure maintenance and landscaping as required or directed
- Monitor feeding habits of animals and record changes
- Monitor the health of animals and record
- Assist with the development of new enclosures
- Provide appropriate enrichment to species as recommended
- Maintain records and reports of species under direct control including mating, breeding, fighting etc
- Assist with the capture, restraint and transport of animals
- Conduct environmental and enclosure safety checks
- Respond to animal emergency circumstances according to approved protocols.
- Maintain plant life within and around exhibit areas
- Provide exhibit security and take appropriate action to prevent vandalism or maltreatment of animals by public
- Ensure equipment is correctly maintained and advise General Manager regarding equipment requirements and/or maintenance, general supplies, problems with animals, exhibits or public safety issues
- Conduct animal encounters for park visitors

ORGANISATIONAL RELATIONSHIPS

Reports to: Park Manager

Supervises: Volunteers

Internal Liaisons: All staff

External Liaisons: Contractors
Park visitors
Suppliers
General public



ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide supervision and on the job training to volunteers and work experience students as required
- Provide support within area of expertise as required
- Work within the guidelines of Occupational Health and Safety to ensure animal, personal and visitor safety
- Act within set objectives, budgets and consult with General Manager as appropriate

JUDGEMENT AND DECISION MAKING

- Make decisions based on knowledge of department goals and objectives
- Use previously acquired experience and knowledge to solve problems
- Work from complex instructions and procedures
- Guidance and advice would usually be available within the time required to make a decision

SPECIALIST KNOWLEDGE AND SKILLS

- Good working knowledge and understanding of animal management
- Good understanding of technology, procedures and processes relevant to the role
- Ability to interpret and follow regulations including relevant policies, Acts and precedents
- Good working knowledge of Occupational Health and Safety and emergency procedures

MANAGEMENT SKILLS

- Manage own time, set priorities, planning and organising own work and where required that of other employees to efficiently achieve specific and set objectives
- Works individually under general supervision while having the ability to coordinate work within a small team environment
- Attendance and participation in meetings as required

INTERPERSONAL SKILLS

- Ability to communicate and interact positively and factually to all park visitors regarding animal habits, diets etc
- Ability to supervise close interaction (“encounters”) between visitors and animals
- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required
- Ability to establish rapport and to contribute to a pro-active work culture
- Maintain a courteous and respectful attitude to staff and visitors
- Maintain a professional appearance at all times
- Good written and oral communication skills

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Certificate III in Captive Animals or equivalent
- Good working knowledge of animals and park management and maintenance
- Working with Children and National Police Check
- First Aid Certificate (Level 2 minimum)
- Valid driving licence

Key Selection Criteria

1. Relevant qualifications and experience
2. Demonstrated communication and interpersonal skills
3. Demonstrated knowledge of Occupational Health and Safety
4. Valid Australian driver’s licence
5. Venomous snake handling will be essential to the role.

Other Prerequisites – Applicants must have a valid Australian visa with work rights.