

## POSITION DESCRIPTION

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<u>TITLE:</u>	Maintenance Laborer (Seasonal)
<u>DEPARTMENT:</u>	Niabi Zoo
<u>SUPERVISOR:</u>	Maintenance Superintendent
<u>FLSA:</u>	Non-Exempt
<u>EMPLOYMENT STATUS:</u>	At-Will

### **BASIC FUNCTION:**

This position contributes to the success of Niabi Zoo by maintaining the Zoo grounds and facilities in a neat, clean and functioning order. Under general supervision performs a variety of maintenance duties to enhance and maintain the Zoo. The employee receives continuing or individual assignments from the supervisor including facility cleaning and maintenance, repairs, train operations and landscaping. This position is under direct supervision of the Maintenance Superintendent, but also may take direction from the Manager On Duty in certain situations.

This position promotes and fulfills the zoo's mission by performing the daily operations throughout the areas of Niabi Zoo. These particular areas and the staff who service them are the main points of contact for all zoo visitors and staff should seek to provide clear, consistent and direct zoo related information and general assistance with exceptional customer service.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **Maintenance Laborer**

- Engage guests in a friendly and positive manner, while providing excellent customer service to guests at all times.
- Provide guests with general information about the zoo, regarding feeding times, events, etc.
- Clean, stock and maintain all Zoo restrooms.
- Empty and collect all trash and recycling throughout the Zoo.
- Maintain Zoo grounds through landscaping work such as mulching, weeding, trimming and mowing.
- Perform minor upkeep and repair projects throughout the facility.
- Assist with train ride loading, unloading and operations as needed.
- Assist full-time Maintenance Team members with various projects as needed.
- Perform other related duties as assigned.

## **POSITION REQUIREMENTS AND SPECIFICATIONS:**

### **Education, Experience, & License Requirements**

- Must have a High School diploma or working towards one.
- Must be at least 16 years of age.
- Must have a valid driver's license.

### **Competency and Knowledge Requirements**

- Must have excellent communication skills.
- Must have the ability to multitask
- Must be dependable, courteous and able to work with people of all ages.
- Strong interest in/commitment to conservation, animals, and the natural world.
- Ability to educate guests on a variety of topics pertaining to the Zoo.
- Knowledge of departmental practices, policies, and procedures.
- Ability to establish and maintain effective working relationships with staff, Rock Island County Forest Preserve District representatives, volunteers, dignitaries, and the public.
- Ability to be an effective decision-maker and problem-solver.
- Strong interpersonal and communications skills, including verbal, written, and listening skills.
- Strong observation, analytical and organizational skills and abilities.
- Must be flexible, cooperative, and able to adapt easily to shifting priorities.
- Must be willing to work nights, weekends, and holidays as needed.
- Ability to perform duties in occasionally unpleasant surroundings

### **Physical Requirements**

Position involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation of items such as a keyboard or adding equipment.

### **Environmental requirements**

Position may require frequent exposure to adverse environmental conditions. These conditions may include; heat, rain, wind and cold.

### **Sensory Requirements**

Position requires color perception and discrimination. Position requires sound perception and discrimination. Position requires taste perception and discrimination. Position requires odor perception and discrimination. Position requires depth perception and discrimination. Position requires texture perception and discrimination. Position requires visual perception and discrimination. Position requires oral communications ability.