

Memo

To: All Department Heads
From: Joe Clawson, Zoo Director
Date: May 17, 2010
Re: Job Opening – Zoo Parks and Grounds Caretaker

A job opening exists at Louisiana Purchase Gardens and Zoo for a full-time Zoo Parks and Grounds Caretaker. If this position is not filled by a current City of Monroe employee within ten (10) days of this notification, it will be open to the public on June 2, 2010.

This job description generally describes the duties and/or assignments to be performed but due to the nature of work in a zoo it does not exclude other occasional work assignments.

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB

Under direct supervision of the Grounds Foreman, is responsible for maintaining the aesthetics and safety of the zoo grounds and development of new features.

EXAMPLE OF DUTIES

Participates in typical landscaping activities including but not limited to mowing lawns, gardening, raking, storm clean up, etc. Maintains the zoo grounds in an efficient and aesthetic manner. Propagates plants for use in landscaping and decoration. Applies fertilizer and pesticides in a safe and legal manner. Assists and consults with the animal care staff in the improvement of exhibits. Maintains zoo equipment. Cleans the zoo grounds. Remove garbage and trash. Litter pick up. Follows the Louisiana Governmental Code of Ethics for public servants. Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority.

MINIMUM QUALIFICATIONS

Minimum 18 years of age. A high school diploma or GED from an accredited source. Current and valid Louisiana Driver's License. A verifiable work history. A completed application. Grounds or horticulture experience is preferred.

Skills, Knowledge, and Abilities

Skilled in the use and care of hand and power tools. Good working knowledge of landscaping, plants, chemical use, and plant propagation. Ability to understand and follow oral and written plans and instructions. Ability to give written and oral

instructions. Ability to operate small excavating equipment. Some ability to repair and maintain small motors and landscaping equipment.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS

Working inside and outside year round in all weather conditions; exposure to cuts, bruises, and broken bones from falls and injury from power tools, mowers and other equipment; requires standing, climbing, stooping, and bending; frequently lifts heavy objects.