

ZOO MAINTENANCE SUPERVISORDEFINITION

Under general direction of the Zoo Manager, performs a variety of repairs, renovations, general maintenance and construction functions within the Santa Ana Zoo and supervises general maintenance and grounds maintenance support staff as necessary.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Oversees the repair, maintenance, construction, safety and security of the Santa Ana Zoo's buildings and property, including planted areas. Performs complex zoo construction tasks, including exhibit design, electrical arc and gas welding, carpentry, concrete work and minor plumbing and electrical troubleshooting and repair. Assists with exhibit design as needed. Coordinates with on-site contractors, vendors and concessionaires, and monitors contractor performance on zoo construction projects. Maintains an inventory of tools, equipment and supplies. Supervises assigned staff; assists with interviews and trains new employees. Conducts facility safety inspections and leads safety meetings. Assists in the development of zoo goals and objectives. Writes reports and other documents as needed. May be responsible for monitoring portions of the zoo-operating budget. May be responsible for supervision of the zoo in the absence of the Zoo Manager and Associate Zoo Curator. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this single position class reports directly to the Zoo Manager, and is responsible for the construction and repair of the Santa Ana Zoo's exhibits, buildings and property, included planted areas. This position requires the application of specialized repair, construction, and safety knowledge to assist in the maintenance and expansion of a municipal zoo.

MINIMUM BASIC QUALIFICATIONS

Graduation from high school or equivalent, and four years of experience in progressively responsible general maintenance operations, one of which should be at a lead or supervisory level, or any equivalent combination of education and experience which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: general maintenance operations, safety and security operations; principles and practices of supervision; principles and practices of maintenance and construction methods, including carpentry, arc and gas welding, minor electrical and plumbing repairs, concrete/masonry work, landscaping and irrigation.

Ability to: design small construction projects; operate a variety of tools and equipment, including but not limited to gas and arc welders, tractor/skiploaders and backhoes; acquire and learn new skills as necessary to keep current with changing zoo maintenance needs; work effectively with

contractors, vendors, City inspectors, volunteers and the general public.

Skill in: the safe use and operation of tools and equipment, including handtools and power tools; some skill in the use of personal computers to write general reports and other documents.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class "C" Driver's License is a condition of continued employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work weekends, evenings, and holidays on a regular basis and nights on an emergency or as-needed basis.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are energetic, decisive problem-solvers who are able to organize and plan the activities of the maintenance staff on a day-to-day basis. These levelheaded individuals act quickly and efficiently in emergency situations, such as those involving an escaped animal, and exercise sound judgement when evaluating and responding to both routine and crisis situations. These self-starters possess a solid understanding of safety measures to ensure the well being of the animal collection and to instill public confidence. Successful performers are aware of the importance of keeping current with changes in zoo maintenance needs. They are courteous, professional and tactful when interacting with others, and understand the importance of establishing effective working relationships with people of all ages and cultural/economic backgrounds. Successful performers also have a thorough knowledge of the zoo's operations and objectives, and can convey this information both verbally and in writing to zoo and City staff, special interest groups, volunteers, civic organizations and the general public.

Class title established per Council Resolution No. 89-070,
effective 10-1-89

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ADA Approved: 3/01