

## ANIMAL DEPARTMENT POSITION ANNOUNCEMENT

### Browse Coordinator



Cheyenne Mountain Zoo (CMZ) is currently seeking a crazy good person to fill the position of **Browse Coordinator** in our Animal Department. The Browse Coordinator is responsible for obtaining and providing fresh tree branches to a variety of the Zoo's browsing species. This is a full time benefitted position that requires a motivated, dedicated team player who is willing to make a significant commitment to the organization and is a great fit with our Zoo culture and Animal Department team.

A competitive applicant will be a highly motivated, an excellent communicator who is great at giving and receiving feedback and who will work diligently to form positive relationships with their co-workers and in the Colorado Springs community. This position requires a person who can handle a heavy, intensive workload in a fast paced, energetic environment; you'll need to not only be able to move fast, but also pay extremely close attention to detail and safety. Applicants must have excellent people skills enabling them to connect with a variety of resources (i.e. City Parks and Forestry Departments, private tree and landscaping contractors and homeowners) ensuring relationships are built and maintained to fulfill the job requirements.

This position is a key contributor for the Animal Department that provides natural foraging material for many species like Giraffes, Elephants, Great Apes, Moose, Beavers, Wallabies and more! It isn't a position that works directly with animals daily.

#### **Primary Duties and Species:**

Duties include but are not limited to:

- Providing fresh tree branches (browse) and logs to a variety of zoo animals that typically eat a large quantity of browse (leaves, buds, branches and bark) in the wild, working in all types of weather throughout the year.
- Cultivating relationships with local resources (various tree trimming/landscaping companies) to obtain the vegetation material.
- Picking up and hauling of browse from off-site locations back to the Zoo, as well as transporting used/old browse to an off-site recycling facility.
- Delivering, preparing, cutting and staging browse in selected animal areas at the Zoo.
- Identification of approved browse tree species that are utilized at CMZ.
- Maintaining equipment utilized in the collection and distribution of browse (truck, trailer, hand saws, etc), and using all equipment in a safe manner.

#### **Qualifications:**

A self-starter who can work with minimal supervision with excellent "people skills." The ability to safely drive a truck with trailer and to safely meet the physical demands of the job. Must have a valid driver's license and reliable transportation to get to work. **See attached job description for more information.**

#### **How to Apply:**

Please submit a resume and cover letter to Jason Bredahl, Animal Care Manager, **via email [jbredahl@cmzoo.org](mailto:jbredahl@cmzoo.org)**. **Resume and cover letter files should have the applicant's name FIRST in the file name (i.e. 'John Doe resume', or 'Jane Doe cover letter CMZ').** Please do not send zipped files. **Deadline:** 5pm (Mountain Standard Time) on, March 18, 2024.

**Cheyenne Mountain Zoo**  
**Job Description**  
**Browse Coordinator**



**Position Title:** Browse Coordinator  
**Department:** Animal  
**Reports to:** Curator of Animal Environmental Enhancements  
**Supervises:** None  
**FLSA Status:** Non-Exempt

**POSITION SUMMARY:** This position is responsible for providing the Zoo animal collection with fresh browse. Promotes professional working relationships with both internal and external customers. This position is non-supervisory in nature. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

**QUALIFICATIONS AND REQUIREMENTS:**

- Able to safely drive a truck and trailer
- Basic ability to identify approved browse species
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both internal and external customers
- Skilled in establishing and maintaining effective working relationships with co-workers, outside companies, Zoo staff, and the public
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check
- Must have a valid Driver's License and be insurable in the state of Colorado
- Must be able to provide proof that you can legally work in the United States
- Possess the ability to organize and prioritize while working with strict deadlines
- Available to work flexible schedule including weekends and holidays
- Ability to make good decisions regarding the welfare of animals, guests and organization
- Ability to remain calm under pressure. Must be able to react quickly to avoid possibly dangerous situations
- Able to work alone or with minimal day-to-day supervision
- Ability to work at a fast pace while still paying attention to details
- Superior customer service skills

**RESPONSIBILITIES AND DUTIES**

**ORGANIZATIONAL EXPECTATIONS:**

- Ensures discretion with confidential information
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment.
- Adheres to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures and OSHA safety guidelines
- Consistently contributes to problem-solving and cooperates with identified resolutions
- Demonstrates regular attendance and punctuality
- Brings issues and process improvement ideas to the attention of the Supervisor
- Maintains verbal and written skills required for the position
- Attends meetings and participates in committees as required
- Completes trainings as required
- Adheres to organization's dress code policy. Always "Zoo Crisp!"

- Demonstrates appropriate level of time management in support of co-workers and the entire team
- Represents the Zoo in a professional manner

## **DEPARTMENTAL EXPECTATIONS:**

### **Elephant Goals:**

- Provide approximately 100 lbs browse/per animal/per day (5 animals)
- Browse to include up to 10-12" diameter logs (cut up into any lengths that can be safely handled); smaller diameter can be any length that can be handled

### **Gorilla Goals:**

- Provide 10 lbs/per animal/per day (5 animals) of small diameter browse (1/2" or less)
- Gorillas to be supplied Monday, Wednesday and Fridays ensuring there is enough to meet the weight goals between delivery days

### **Rhino Goals:**

- Provide approximately 50 lbs browse/animal/per day (1 animal)
- Browse to be 2" or smaller in diameter in any length that can be handled

### **Giraffe Goals:**

- Provide at least 20-30 lbs browse per animal/per day

### **Moose Goals:**

- Provide at least 10 lbs browse per animal/per day (1 animal)
- Moose to be supplied either daily or Monday, Wednesday, Friday ensuring there is enough browse to meet the weight goal between delivery days
- The browse goal weight quantities are for the growing seasons (~6 months). The goal weight quantities are lower for the non-growing seasons
- Remaining browse to be distributed to lower priority animals
- Spent browse to be picked up weekly (approximately 1-3 times per week) and hauled to recycling facility for disposal
- Perform other duties as assigned

## **INDEPENDENT ACTION**

Must be a self-starter, take initiative, possess a high level of multi-tasking ability under high degree of pressure and be able to work with limited supervision.

## **EXTERNAL AND INTERNAL RELATIONSHIPS**

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to finger, handle or feel objects, tools, or controls; talk, see, hear and smell. The employee is occasionally required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective

equipment is required. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; requires standing, walking, sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 100 pounds using appropriate body mechanics.

- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to within normal range, with or without reasonable accommodation. Must be able to communicate effectively in verbal and written form with all levels of personnel within and outside of the organization.
- Environmental Conditions – Working in a closed office environment and an outdoor environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office or Zoo environment. Subject to exposure to animals or guests which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors. May be exposed to wet/humid/sunny conditions.
- Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.

#### **BENEFITS AND COMPENSATION (for full-time staff)**

This Position is a fully benefited position including group medical, dental, vision life, and disability insurance; paid holiday, vacation & sick time; retirement plan; a zoo membership; eligibility for the bonus program; and discounts on concession and gift shop purchases. Compensation for this position will be \$19.62/hr.

