

Help Wanted: Buttonwood Park Zoo Watchperson



POSITION: WATCHPERSON (Part-time/No benefits)

LEVEL: GRADE 1 \$11.55hr – \$15.92hr (plus 7% night differential)

DEPARTMENT: ZOO

Position 1: Sunday and Monday, 4:30 p.m. to 12:00 p.m.

Position 2: Friday and Saturday, 11:45 p.m. to 7:15 a.m.

*Employee will occasionally be required to cover other shifts as needed.

FUNCTION: Provides security to eliminate thefts or vandalism to vehicles and property, and performs janitorial duties.

SUPERVISION RECEIVED: Works under the general supervision of the Department Head or designee.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately. Checks validity of individuals' credentials;

patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. May perform other duties such as checking boilers, regulating heat. Maintains and cleans buildings, offices and restrooms to ensure that these are kept clean and orderly.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license with a good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Subject to Civil Service Examination.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: High school diploma or GED equivalent preferred.

TOOLS AND EQUIPMENT USED: Hand-held two-way radio, automobile.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, walk, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in outside conditions and in doors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employment Application

Applications must be submitted on an official City of New Bedford form. Applications are available in omni form format or PDF format with fill out and print capabilities or application may be obtained from the Department of Personnel. A separate application is required for each position. All applications must be completed in full, signed and returned to the Personnel Department, City Hall, Room 212, 133 William Street, New Bedford, MA., telephone (508) 979-1444. Resumes may be furnished for additional information only. Incomplete applications will be cause for rejection.

The City of New Bedford does have a residency requirement. Employees are required to be residents of the City of New Bedford at the time of appointment, unless a specific waiver has been granted by the City Council with approval of the Mayor.