

City of Chippewa Falls
Parks, Recreation and Forestry
Job Description – Administrative Specialist

JOB TITLE: Seasonal Park Maintenance, Petting Zoo
DEPARTMENT: Parks, Recreation and Forestry
REPORTS TO: Parks Working Foreman and Zoo Keeper
PAY GRADE: \$15.00
LAST UPDATED: 3/19/2026

SUMMARY

Seasonal Park Maintenance Petting Zoo staff members handle the daily care and well-being of animals such as goats, sheep, ponies, and other friendly species. Their duties include feeding, grooming, cleaning enclosures, and monitoring animal health. They also interact with visitors—especially children—by supervising animal interactions, answering questions, and teaching basic animal care and safety. Maintaining a clean, safe environment for both animals and guests is a key part of the role.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Feed and provide fresh water to animals on a regular schedule.
- Clean pens, stalls, and surrounding areas.
- Monitor animal health and report concerns.
- Assist visitors with safe handling and feeding of animals.
- Educate guests about animal behavior and care.
- Enforce safety and hygiene rules (e.g., handwashing).
- Help with basic facility upkeep.

QUALIFICATIONS

- Communication and Collaboration: Must collaborate with others to build strong professional working relationships and provide superior customer service.
- Organization Skills: Ability to multitask, organize and prioritize assigned duties and responsibilities in order to fulfill job requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or General Degree (GED)
- Actively enrolled in High School

City of Chippewa Falls
Parks, Recreation and Forestry
Job Description – Administrative Specialist

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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:

- 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
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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. The noise level in the work environment is usually moderate.

You may be required to work some weekends and holidays.

- The employee is occasionally exposed to outside weather conditions
- The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; risk of electrical shock; and vibration
- The noise level in the work environment is usually moderate
- Must be comfortable working with and or around animals.