



## Job Description

**Job Title:** Public Safety Associate  
**Reports To:** Public Safety Supervisor  
**FLSA Status:** Part-time, seasonal non-exempt

### SUMMARY:

The Public Safety Associate reports directly to the Public Safety Supervisor. This position is responsible for security, including but not limited to the safety and protection of the animals and property against fire, theft, vandalism, and illegal entry during non-operating hours.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The employee in this position must be able to perform all the essential job duties listed below; however, this list is not intended to be all the specific tasks that an employee in this position may be expected to perform.

- Respond to emergency situations as needed.
- Have a working knowledge of radio procedures to ensure safety protocol for guests and employees.
- Check and secure all access areas on Zoo property and perimeter areas. Check buildings for proper temperature, lights left on, or other irregularities.
- Regularly patrol Zoo grounds and perimeter areas.
- Document ingress and egress by all individuals after hours.
- Monitor animal exhibits, holding areas, and specific animals as directed by animal care staff. (Physical contact with the specimen collection is not permitted.)
- Note and document all conditions in which guest and staff safety may be compromised, such as unlevel walkways, low-hanging branches over walkways, and boardwalk planks and railings in need of repair. Report all to the Facilities Department using the established work order system.
- Monitor for and report irregularities such as fire hazards, leaking pipes, and security doors left unlocked.
- Call police or fire department and designated Zoo officials in case of emergency.
- Maintain daily shift log sheets to document activities. Record data such as property damage, unusual occurrences, locks left unlocked, and malfunctioning of equipment.
- Provide additional assistance prior to events at the Zoo to ensure cleanliness and guest safety as requested.
- Act as security personnel at specific Zoo events.
- Develop and maintain relationships with Zoo guests, employees, and vendors.
- Adhere to all Central Florida Zoological Society, Inc. policies and procedures.
- Other duties as assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 18 years old.
- Must provide a negative drug test result.
- Must be able to work independently and in a team.
- Must be able to distinguish boardwalk planks and railings that are compromised by cracks, splinters, or rot.
- Must wear protective equipment that is appropriate for the daily task.
- Must be able to take verbal and written direction.
- Must be able to multi-task.
- Must be able to maintain effective working relationships with other Zoo employees and the public.
- Must have the ability to work flexible hours, including weekdays, weekends, holidays, and evenings.

### EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent. Previous experience working in a security related field is preferred.

**LANGUAGE ABILITY:**

- Ability to respond to common inquiries, requests, or complaints from guests and/or staff in a kind and courteous manner.
- Must be able to communicate with guests, staff, and emergency responders clearly and effectively.
- Multi-lingual is a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Florida State Driver License.

**PHYSICAL DEMANDS:**

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds, stand for long periods of time, and drive Zoo vehicles.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel, and manipulate objects or controls.
- The employee is frequently required to sit, walk distances, climb, balance, stoop, bend, kneel, and crouch.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**WORK ENVIRONMENT:**

The majority of duties are performed outdoors in various weather conditions, ranging from rain, wind, cool to cold weather, and extreme heat and humidity. It is possible the employee will be exposed to dust and harsh chemicals that may present a health hazard if not handled properly. The noise level in the work environment is usually moderate.

The Central Florida Zoological Society, Inc. (CFZS) reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an “at will” position with the CFZS and in no way constitutes a written or implied contract of employment. The CFZS is an equal opportunity employer and welcomes a diverse pool of candidates to apply for this position.

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Employee’s name (Please print)

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Employee’s signature

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Department representative

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Date

The Central Florida Zoological Society, Inc. (CFZS) is an equal opportunity employer and makes decisions related to compensation and all terms, conditions, or privileges of employment based on merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex (including pregnancy), gender orientation, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic characteristic, military status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited by the CFZS.