

METRO
Job Description

Class Numbers: 0454/4007
Titles: Exhibits Lead
Pay Grades: 370/480
Bargaining Unit: LIUNA 483
FLSA Status: Non-Exempt

Established: 2/01
Revised: 12/2005; 9/3/2009
EEO Category: Skilled/Craft

DESCRIPTION

Functions as a lead, artist, and team member of the exhibits group. Coordinates, oversees and performs artistic and creative design, fabrication, renovation, maintenance, safety, and construction of naturalistic exhibit areas at the Oregon Zoo. Leads and participates in the creative process with colleagues and living collections managers and staff to help design and build naturalistic environments. Performs and coordinates a variety of construction, renovation, and maintenance functions involving concrete, carpentry, sculpting, murals, welding, and painting trades.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Leads, consults and coordinates with colleagues, exhibits team, and Zoo managers and staff to determine the requirements of each job; estimates materials, prepares designs and working drawings as needed and obtains materials and safety equipment.
2. Coordinates and serves as a resource regarding artistic, creative design, and professional functions such as new exhibits materials, innovative construction practices, and creative directions.
3. Oversees, participates, and works in all phases of construction and renovation of various animal exhibits including exhibit space, viewing areas, animal holding areas, service facilities, pathways, and necessary amenities.
4. Oversees, participates, and works in the fabrication of artificial elements including rock, trees, vines, and other naturalistic items as needed. Uses materials including shotcrete, epoxies, composites, and fiberglass to create elements; responsible for the use, operation, care and storage of a variety of hand tools and equipment.
5. Coordinates and performs job site assessments to ensure that work is completed safely, correctly and in a timely manner. Determines work needing to be done on a project, reviews and assesses assigned tasks, determines and purchases necessary parts, gives instruction to workers completing tasks, writes specifications for work involving contractors, consults with Exhibits and Creative Design Manager and/or other staff to determine scope of work.
6. Coordinates and assists with the daily scheduling of work for Exhibits Technician and other workers assigned to project to ensure all work is completed in accordance with scheduled completion dates; utilizes appropriate staff to ensure all work is completed in the safest manner possible; assigns or reassigns tasks based upon priorities.

7. Assists Exhibits and Creative Design Manager and others to determine and refine needs for exhibit appearance and function, and develop exhibit design from concept to construction document phase. Participates in creating models, murals, statuary, painting, and other visual aids for presentation and reference use.
8. Oversees and uses different mediums to create molds, texture pads, and castings and performs duties such as carving concrete and epoxies to simulate rocks, trees, and vines; creating artistic colors; mixing and applying finishes; or fabricating metals by cutting and welding to build barriers, gates, doors, shelters, feeders, and parts.
9. Lays-out and installs exhibit piping and other parts for sanitary sewer, water supply, storm water removal, and life support systems.
10. Coordinates and performs layout of various exhibit features. Uses lasers and other instruments to establish grades and location of elements.
11. Oversees and operates forklifts, concrete pumps, backhoes, bobcats, front-end loaders, dump trucks, and other equipment as needed.
12. Uses and operates a variety of hand and power tools and equipment requiring specific skill including power saws, routers, drills, jack hammers, paint spraying equipment.
13. Performs or oversees preventative maintenance of equipment.
14. Coordinates and perform shop and work site upkeep duties and helps clean up work areas.
15. Compiles data for a variety of reports.
16. Assists the public, public officials and other employees in a professional and courteous manner.
17. Develops safe work habits and contributes to the safety of self and co-workers.
18. Contributes to a positive team atmosphere.
19. Has regular and punctual attendance.
20. Performs assigned duties during an emergency situation.
21. Other duties as assigned.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

Education and Work Experience

- Fine Arts/Trade certification or college degree and five years of artistic, creative and exhibits related experience in the construction, fabrication, or building trades with experience in a supervisory or lead capacity.

2. Necessary Knowledge, Skills and Abilities

Knowledge of:

- Leadership, recognition, day-to-day oversight, communication skills and work planning to help develop a positive team environment.
- Standard and specialty creative and innovative design and fabrications practices, methods, tools and materials of construction and maintenance and artistic trades.

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- Fall height and protection requirements involving rigging, scaffolding, pipe and rail systems, and other practices and equipment.
- Fabrication of artificial elements including rock, tress, and vines using different mediums; as well as the ability to create these elements to a high level of detail.
- Occupational hazards involved and the safety precautions necessary in contaminated areas and with specific exhibit related assignments.

Skill to:

- Coordinate and prepare, develop and work from pencil sketches, construction documents models, photos and written instructions.
- Coordinate and identify, refine, enhance, and analyze problems and performing necessary action.
- Coordinate and estimate and research building materials.
- Oversee and perform safety procedures involved with scaffolding and fall height protection, the use of power tools, fabricating tools, and construction equipment.
- Oversee and use and care for standard tools and equipment of the trade.

Ability to:

- Lead, create, instruct, coordinate, encourage, and enhance the work of artistic and creative exhibits techs and other team members and volunteers.
- Keep up on artistic and professional functions such as being current with new exhibits materials, innovative construction practices, and creative directions.
- Read and interpret rules, regulations and codes.
- Physically perform strenuous manual work indoors and outdoors for extended periods under severe climate conditions in hazardous locations and in confined spaces and at heights and under other adverse conditions.
- Work around exotic and sometimes dangerous animals and to react quickly to hazardous conditions.
- Establish and maintain effective working relationships with other employees.
- Climb ladders, scaffolding, rigging, and to use hand tools, safety harnesses, power tools, forklift, backhoe, loaders, dump truck, shotcrete equipment, and concrete pumps.
- Perform essential duties of the position which may include lifting up to 100 pounds.
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Use discretion with confidential and sensitive matters.
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Work in a safe manner and follow Metro safety policies, practices, and procedures.
- Perform the assigned duties of the position.
- Develop knowledge, skills, and abilities and to obtain and maintain certifications and license.

3. **Special Requirements**

- Successfully pass the background checks and screening requirements of the organization.
- Possession of, or the ability to obtain upon hire, and maintain a valid driver's license, First Aid/CPR Certification, and scaffolding safety structure and such other certifications as may be required.

4. **Tools and Equipment Used**

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets.
- Forklifts, concrete pumps, backhoes, bobcats, front-end loaders, dump trucks, and other equipment as needed.
- A variety of hand and power tools and equipment requiring specific skill including power saws, routers, drills, jack hammers, paint spraying equipment.

5. **Supervision**

- Supervision is received from Exhibits and Creative Design Manager. Work also is assigned by the Construction and Maintenance Manager.
- May act as lead over Exhibits Technicians and other individuals assigned to projects.

6. **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 qualified individuals with disabilities to perform the essential functions.

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions. May lift up to 100 pounds.

The job classification 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.