

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Kennel Assistant
DEPARTMENT: Animal Management Shelter
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: March 2008

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Animal Care Technician for the Animal Management Shelter responsible for maintaining a clean, safe, and healthy environment providing treatment to animals within shelter.

DUTIES:

Handles frightened, injured, ill and/or aggressive animals humanely and safely.

Feeds, waters, and provides exercise for a variety of animals. Cleans, disinfects, and maintains living, exercise quarters and accompanying areas, food and water bowls, and litter pans on a daily basis. Washes, dries, folds, and puts away laundry.

Implements quarantine and infection control procedures.

Receives, identifies, checks-in, and helps maintain records of animals. Places animals in appropriate kennels/cages, quarantine animals as necessary.

Observes animals on a daily basis for health and behavior issue, appropriately records and reports observations, and performs behavior assessments as needed.

Administers medication, vaccines, treatment and/or special care to animals as directed by Director and/or Veterinarian and accurately records medications/treatment provided.

Euthanizes, assists with euthanasia, accurately records the use of euthanasia drugs, properly disposes of animal, and maintains records of process.

Maintains and keeps track of equipment and supplies necessary for housing, cleaning, feeding and care of animals, including food, litter, leashes, collars, bedding, cages, cleaning equipment and supplies.

Conducts adoption interviews and completes required adoption forms and procedures, including moving animals from kennels/cages to adoption counseling area and assesses appropriateness of adopting an animal to potential adopter based on department policies and procedures.

Bathes and grooms animals as needed.

Assists in training and monitoring work performances of part-time employees and volunteers.

Maintains accurate and legible records.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED. Experience working in animal control agency and/or animal shelter or animal welfare organization.

Ability to obtain required certifications, including euthanasia certification, animal capturing techniques and equipment, and temperament testing.

Thorough knowledge of applicable state, city, and county animal control ordinances, laws and statutes, and ability to safely and humanely capture a variety of animals and ensure their proper handling and care.

Working knowledge of and ability to use basic computer programs such as Microsoft Word, Excel, Internet Explorer, and database programs.

Basic knowledge of department and OSHA safety policies and procedures, and working knowledge of universal health precautions and City's Bloodborne Pathogens Control Plan, with ability to apply such knowledge on the job to protect oneself from infection.

Ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other city and county departments, animal welfare groups, veterinarians, law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, evening, and/or weekend hours.

Ability to serve on 24-hour call for emergencies.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to accepted department practices and procedures, and is responsible for the safe and humane capture, treatment, and care of animals. Discretion is allowed in determining the best method of safe capture to apply to varying situations. Euthanizes sick and critically injured animals.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other city and county departments, animal welfare groups, veterinarians, law enforcement agencies, and the public regarding to animal complaints, reports of animal bites, and animal control problems.

Incumbent reports directly to Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs animal control duties outside and in a standard office environment. Incumbent lifts objects weighing up to 50 pounds, bending, reaching, handling/grasping objects, and hearing sounds/communication, and is exposed to potentially difficult, dangerous, and/or rabid animals. Physical effort may frequently be exerted for sustained periods of time. Incumbent may be exposed to infectious organisms, animal waste, allergens, and chemical materials requiring OSHA Material Safety Data sheets and potentially hostile persons and/or vicious animals.

Incumbent occasionally works extended, evening, and/or weekend hours and serves on 24-hour call for emergencies

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Animal Care Technician for the Animal Management Shelter describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

**JOB POSTING
CITY OF GREENFIELD, INDIANA**

POSITION: Animal Care Technician
DEPARTMENT: Animal Management Shelter
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE

DATE WRITTEN: March 2008
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

ESSENTIAL FUNCTIONS:

Handles animals humanely and safely;
Feeds, waters, and provides exercise for animals. Cleans, disinfects, and maintains quarters and on a daily basis. Washes, dries, folds, and puts away laundry;
Implements quarantine and infection control procedures;
Receives, identifies, checks-in, and maintain records of animal and places animals in appropriate kennels/cages;
Observes animals for health and behavior issues, records and reports observations, and performs behavior assessments;
Administers medication, vaccines, treatment and/or special care to animals and accurately records medications/treatment provided;
Euthanizes animals and accurately records the use of euthanasia drugs, properly disposes of animal, and maintains records;
Maintains equipment and supplies;
Conducts adoption interviews and completes required adoption forms and procedures;
Bathes and grooms animals as needed;
Assists in training and monitoring work performances of part-time employees and volunteers;
and
Maintains accurate and legible records.

REQUIREMENTS:

High School diploma or GED. Experience working in animal control agency and/or animal shelter or animal welfare organization;
Ability to provide public access to or maintain confidentiality of department information and records according to state requirements;
Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct;
Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons;
Ability to effectively communicate orally and in writing with co-workers, other city and county departments, animal welfare groups, veterinarians, law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to work alone with minimum supervision and with others in a team environment;
Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure; and
Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and demonstrated safe driving record; and
Euthanasia certification and training, such as animal capturing techniques and equipment and temperament testing.