2020 City of Bryant
Animal Care Technician - PT/FT
Job Description

Job Code: 3500
Exempt: No
Department: Animal Control
Reports To: Animal Control Director
Location: Animal Control Department
Date Prepared: December 01, 2009
Date Revised: March 13, 2014
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Works under the supervision of the Animal Control Director by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the daily functions of the animal shelter and enforcement of animal control regulations.

2. Occasionally operates city vehicle in the course of daily duties.

3. Maintain the shelter to ensure conditions are sanitary.

4. Performs general cleaning of office, restrooms, and other areas of the facilities; performs minor maintenance of facility and equipment.

5. Feeds and waters animals according to schedule; cleans kennels and cages using appropriate cleaning agents and equipment.

6. Enters data in computer.

7. Maintain supplies for shelter, such as drugs, food, maintenance items; verifies that all items are received and forward all invoices to the Animal Control Director for payment.

8. Assists in the performance of euthanasia.

9. Performs outside maintenance such as mowing grass, trimming shrubs, and general cleanup around the facility.

10. Notifies owners per ordinance that their animal has been located. Assists customers in selecting animals for adoption.

11. Assists in the preparation of specimens for rabies testing, completes necessary paperwork, and delivers specimens to state lab.

12. Processes public impounds, owner relinquishments and adoptions, collect monies for fees, issues receipts and completes necessary forms.

13. Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

14. ability to interact with team members. Ability to work rotating shifts.

15. Regular and punctual attendance. Other duties may be assigned.

16. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Minimum requirement; general educational background without high school completion, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS
Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Basic: Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING
Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND
Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS
Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Ordinarily has little, if any, association with funds, supplies, equipment or other property where there would exist any appreciable opportunity for damage, misappropriation, or other monetary loss.

ACCURACY
Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT
Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS
Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT
Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT
Contacts of little importance and usually with immediate associates only. Requires only ordinary courtesy to avoid friction in relationship incidental to working with others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS
Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to toxic or caustic chemicals; occasionally exposed to fumes or airborne particles, outdoor weather conditions. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES
The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, taste or smell; and frequently required to sit, stoop, kneel, crouch, or crawl; occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and distance vision.

ADDITIONAL INFORMATION
Not indicated.