Animal Care Technician - FT

JESAP Profile

Job Grade: 06	Job Code:
Job Group:	Job Family:
Department Name For This Position: Animal Control	Position Reports To (Immediate Supervisors Title): Animal Shelter Manager
Physical Location For This Position: Animal Shelter	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No

General Description

The purpose of the Animal Care Technician is to provide daily care to animals in the animal shelter, assist the animal control officers with the enforcement of animal control ordinances and investigations, ensuring the humane treatment of animals, the highest level of customer service to shelter visitors and the community.

Essential Duties and Responsibilities

Assists in the daily functions of the animal shelter and enforcement of animal control laws and ordinances.

Occasionally operates city vehicle in the course of daily duties.

Maintains the shelter to ensure conditions are sanitary.

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

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

Enters data in computer.

Maintains supplies for shelter, such as drugs, food, maintenance items; verifies that all items are received and forward all invoices to the Animal Shelter Manager for payment.

Answers incoming phone calls and emails, dispatches animal control officers as needed.

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

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

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

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

Coordinates, manages and communicates with fosterers and foster applicants.

Coordinates medical needs of both pets in the shelter and in foster homes.

Coordinates, manages and communicates with the public regarding the intake of animals into the shelter.

Coordinates, and performs the tasks for fundraising for the shelter.

Coordinates, manages and attends off-site adoption events.

Prepares specimens for rabies testing, completes necessary paperwork and delivers specimens to the state laboratory.

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

Interacts with team members and members of the public.

Ability to work rotating shifts.

Maintains certification in animal euthanasia. Selects animals for euthanasia, and performs the procedure.

Must be able to lift at least 50 pounds occasionally, and up to 30 pounds regularly.

Maintains a certification in chemical capture.

Assists in the maintenance of the chemical capture equipment, supplies and records.

Assists in the performance of chemical capture and sedation in the field and within the shelter.

Regular and punctual attendance.

Occasionally purchases supplies for shelter restocking, attends department hosted events, may drive long-distance transports.

Occasionally assists with or performs out of area transports.

Other duties may be assigned.

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: No supervision.
- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

Education And Experience

- Education: Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others.
- Experience General: 0 to 6 months related experience or training.
- Experience Management: Not Required

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of

SMALL ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.

- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors of INTERNAL and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.
- Communication Skills: Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
- Critical Thinking Skills: Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.
- Mental Demand: MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

Other Skills

undefined

Accountabilities

- Freedom To Act: STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.
- Impact Of Job On End Results: MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

Certificates, Licenses, Registrations

Required

Arkansas Driver's License. Animal Euthanasia Certification to be obtained within one year of employment. Chemical Capture Certification, to be obtained within two years of employment.

Preferred

Following certifications: Fear Free, Animal Control Dispatch, FEMA Animals in Disasters: Awareness and Preparedness (IS-10.a;) FEMA Animals in Disasters: Community Planning (IS-11.a;) FEMA Introduction to the Incident Command System (ICS 100) & FEMA Basic Incident Command System for Initial Response (ICS 200.)

Contacts With Public and Employees

- Contacts With Employees: Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.
- Contacts With Public: 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.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of highly complex machines and equipment; specialized or advanced software programs.

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None

- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Outside working environment, wherein there are disagreeable working conditions part of the time.

Physical Demands

Physical Activities

- Stand: Never
- Walk: Never
- Sit: Never
- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Occasionally
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

Additional Information

Core Competencies / Additional Info

Subject to handling cleaning chemicals, and working in a loud kennel environment.

Yet More Additional Info

undefined

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