Animal Care Technician

The City of Bryant is accepting applications for **Animal Care Technician**. Salary for this position is $23,184.83-$28,981.03. Applications may be completed online at www.cityofbryant.com or picked up at the Human Resource Department at 210 S.W. 3rd Street, Bryant, AR 72022. A city application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., January 22, 2022 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

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. Maintains 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. Maintains supplies for shelter, such as drugs, food, maintenance items; verifies that all items are received and forwards 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, collects 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. Interacts with team members.

15. Works rotating shifts and overtime as assigned.

16. Regular and punctual attendance.

18. 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 or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
None.

SUPERVISORY RESPONSIBILITIES
None.

COMMUNICATION SKILLS
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.

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.

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.)

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.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

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.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas driver's license or valid driver's license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Basic: Word Processing/Typing

ADDITIONAL INFORMATION
Not indicated.

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.

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.

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.