

CITY OF TAFT

CLASS TITLE: ANIMAL SHELTER TECHNICIAN

Salary Range 21.1
\$1,057.16 - \$ 1,284.98 Bi-Weekly

BASIC FUNCTION:

The Animal Shelter Technician is responsible for maintaining all kennel and cat areas in a clean and sanitary manner. Provides food, water, and proper care to all shelter animals. Inspects and monitors animals for signs of illness and unusual behavior.

SUPERVISION RECEIVED

Works with the Animal Control Officer under the general supervision of the Police Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Feeds dogs, cats and other animals. Cleans animal pens and other animal holding areas as needed. Transfers animals between pens. Assists the Animal Control Officer in euthanizing animals by injection in accordance with established policies and procedures. Carries or drags dead animals to disposal area awaiting pickup.

Maintains proper identification of all animals housed in the facility. Maintain accurate paperwork for correct location of all animals housed at the facility.

Answers telephone calls from the public regarding stray, impounded or lost animals. Provides other general information when needed. Releases animals to owners according to established procedures. Educates the public on proper care of animals.

Assists in the preparation of standard forms and reports and maintains basic clerical records regarding shelter operations.

Handles monies received from the adoption or redemption of animals.

Other duties relating to animal control and shelter that may be assigned.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

(A) Graduation from high school or GED equivalent.

(B) Valid State of California Driver's License, or ability to obtain one

(C) Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

Necessary Knowledge, Skills and Abilities:

(A) Education, training or experience that would provide a basic knowledge of animal breeds, characteristics and diseases.

(B) Ability to treat animals humanely.

(C) Ability to work quickly, thoroughly and accurately. Ability to read, understand and follow written instructions. Ability to follow verbal instructions.

(D) Ability to deal with the public in a courteous and tactful manner regarding shelter operations and the status of impounded animals.

(E) Ability to perform basic clerical work in completing forms. Knowledge of or ability to learn the use of computers to maintain records of animals. Ability to perform basic mathematics in computing fees and fines.

SPECIAL REQUIREMENTS

(A) Must be available to work weekends and holidays if needed.

(B) Must be able to pass a background investigation.

(C) Must pass a medical examination by the City physician.

(D) Must be a U.S. Citizen or legal resident.

TOOLS AND EQUIPMENT USED

Telephone, computer, cleaning equipment, clothes washer and dryer, dishwasher, and other equipment used in the maintenance of an animal shelter.

PHYSICAL DEMANDS

The physical demands 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.

ANIMAL SHELTER TECHNICIAN (Continued)

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or

smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

City of Taft Application required, rating of education and experience; job related examinations; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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.

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