

TITLE: KENNEL TECHNICIAN

(Reviewed 05-18-23)

DEPARTMENT: Animal Control & Shelter

JOB SUMMARY: Responsible for intake of impounded animals, including the care and handling of those animals, kennel cleaning and maintenance, including on weekends and holidays as assigned. Assists fellow employees with related tasks. Staffs adoption events, including on weekends, from time to time. Reports to Animal Control & Shelter Manager.

MAJOR DUTIES:

- Cleans and maintains kennel areas of Animal Shelter facility in such a manner as to provide as much as practical odor-free and low-stress environment for the animals.
- Feeds/water and provides daily care for all animals in the County's care.
- Bathes animals.
- Handles and controls animals impounded by Animal Control. This includes difficult to handle and potentially dangerous animals.
- Reports to the Animal Control and Shelter Manager any potential health or behavioral problems involving animals in the County's care.
- Maintains up to date records of animal locations in kennels.
- Assists with euthanasia of animals and disposal of carcasses.
- Assists co-workers with such tasks as helping restrain an animal, helping clients with animals, etc.
- Light cleaning of offices, emptying trash, mopping of floors and cleaning of restrooms.
- Light facility maintenance and yard maintenance.
- Able to apply and utilize PSE (personal safety equipment) in the performance of the job.
- Must be available to work some weekends and/or holidays as assigned.
- Performs related duties and tasks as directed by the supervisor.

KNOWLEDGE and SKILLS REQUIRED BY THE POSITION:

- Knowledge and skills of animal behavior, care and handling.

- Knowledge and skill with animal control tools, techniques and procedures.
- Skill in prioritizing and organizing work.
- Skill in the use of computers, related peripherals and job-related software programs.
- Knowledge of county and departmental policies and procedures.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Animal Control Shelter and Manager assigns work in terms of general instructions. The supervisor spot-checks in-process and completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and local laws and ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work includes related animal care and control duties. Aggressive animals contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to enforce animal control ordinances. Successful performance results in the safe and humane care and control of animals.

PERSONAL CONTACTS: Contacts are typically with co-workers, veterinarians, deputy sheriffs, medical professionals, other local government personnel, members of community service organizations, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy cats, dogs and other objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an animal shelter, outdoors and office. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and hot, cold and inclement weather. The work requires the use of protective devices such as masks, goggles, gloves and animal catch poles.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Ability to apply common sense understanding to carry out simple and detailed written or oral instructions. Ability to deal with problems.
- Ability to read and comprehend simple instructions, short correspondence, memos and the ability to write simple correspondences.
- Sufficient experience to understand the basic principles relevant to the major duties of the position and six months experience working with animals is desirable; or equivalent combination of education experience.
- Ability to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.