

Job Description

ANIMAL CONTROL KENNEL TECHNICIAN (FLSA – Non-exempt)

SUPERVISOR TITLE: ANIMAL CONTROL DIRECTOR

CLASS: Non-Civil Service; FLSA – Non-exempt; Pay: Range 6

SUMMARY:

Feed, water, groom, bathe, exercise, or otherwise care for animals, such as dogs, cats and other animals placed in the shelter; keep records of feedings, treatments, and animals received or discharged; clean, disinfect, and repair cages, and pens; communicates and educates the public on the care of animals and the laws that pertains to them; ascertains that equipment and facilities are properly used and maintained; assist with the destroying of and disposal of dogs and cats; receives complaints of nuisances and stray animals; make periodic reports as required; reviews local and state laws, rules and regulations pertaining to animal control; assist with the quarantines biting animals suspected of rabies and coordinates with Health Department; assist with maintaining appropriate records of animals destroyed. Work requires considerable interaction with the public and other County departments. Work is performed under the direction of the Animal Control Director.

DUTIES:

(May not include all of the duties listed nor do the listed examples include all tasks for the position)

- Feeds, water, exercise, and groom impounded animals and performs duties as needed.
- Evaluates animal behaviors, health, etc.
- Monitors animals for illness, disease, and/or injury.
- Monitors and enters data and information into a computerized system for animals processed into the shelter.
- Ensures animals are properly tagged and penned.
- Assists with animals when needed.
- Assist with the maintenance and monitoring of supplies and inventory related to food, medications, and vaccinations.
- Assist with the administration of medications and vaccinations.
- Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
- Assists in offsite adoption and fundraising events when necessary.
- Uses appropriate tools to handle animals in a manner that protects the safety of the employee, animal, coworkers, and the public.
- Transports animals to the veterinarian.

- Prepares and maintains data as necessary.
- Works weekends on a rotational basis as assigned.
- Write reports of activities, and maintain files of impoundments and dispositions of animals.
- Contact animal owners to inform them that their pets are at animal holding facilities.
- Educate the public about animal welfare, and animal control laws and regulations.
- Maintains Animal Shelter grounds as needed.
- Drives a department vehicle to pick up food and supplies.
- Do facility laundry and clean, organize, maintain, and disinfect animal quarters, such as pens and stables, and equipment.
- Answer telephones and schedule appointments.
- Unload, and store feed and supplies
- Respond to questions from patrons, and provide information about animals, such as behavior, habitat, breeding habits, or facility activities.

Knowledge, Skills and Abilities

- Knowledge of animals and experience in handling them as well as the equipment used
- Knowledge of laws and ordinances governing the control of animals
- Knowledge of general police powers authorized concerning animals
- Ability to establish and maintain effective working relationships with public officials, employees and the general public
- Skill in operating animal control traps — Animal capture nets; Animal traps
- Skill in the use of cages or its accessories — Animal cages
- Skill in the use of dog catching pole — Animal catch poles; Noose poles
- Skill in the use of Leashes or leads — Leashes
- Skill in the use of Medical acoustic stethoscope or accessory — Veterinary stethoscopes
- Skill in the use of Muzzles — Dog muzzles
- Skill in the use of Two way radios — Mobile radios

Minimum Qualifications

High school diploma or GED and one year of experience dealing with a variety of animal situations, or a combination of education and experience equivalent to these requirements.

Special Requirement

Possess a valid driver's license and be insurable by the County's insurance standards.