

JOB DESCRIPTION
Essex County, VA

Job Title	Animal Care Technician
Department	Tappahannock/Essex County Animal Shelter
Category	Part Time (12 to 20 hours mainly weekends)
FSLA	Non-Exempt
Pay Grade	
Report to:	Animal Shelter Manager
Supervises:	May instruct Volunteers

JOB SUMMARY/PURPOSE

This position performs responsible work in maintaining a safe and sanitary facility for animals and people in accordance with all statutes, ordinances, and regulations pursuant to the operation of pounds and the sheltering of animals. This position shall be primarily responsible for the lawful, proper, and humane care of animals, and shall assure that all animals' nutrition, sanitary housing and basic medical needs are met on a daily basis. This position shall assist the public when reclaiming, adopting, or admitting animals and is responsible for promoting responsible pet ownership in conversations with customers. The Animal Care Technician is responsible for proper performance of duties to preserve the health of animals and to prevent the spread of disease within the shelter; and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below 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.)

- Performs duties related to the daily care of Shelter animals including cleaning and disinfecting of the animal holding areas and walkways;
- Performs continual maintenance and housekeeping duties including minor repairs and upkeep of the Shelter workrooms and public areas; reports equipment that needs repair or replacement;
- Assures that animals receive water and species/age specific food in sufficient quantity;
- Provides safe and humane handling of animals in the Shelter;
- Observes and evaluates animals for signs of illness and reports symptoms to the Animal Shelter Manager;
- Dispenses medications as prescribed and directed, and verifies that animals have swallowed all oral medications;
- Assists in performing health and behavior evaluations on individual animals;
- Assists in administering scheduled vaccinations and treatments;
- Responsible for bathing and grooming animals that need special attention;
- Responsible for exercising, socializing, and training Shelter animals;
- Responsible for washing, drying, folding, and putting away laundry;
- Performs routine spot-checks and sanitation of animal holding areas throughout the day to maintain cleanliness;

- Removes and disposes of feces in the outside exercise yards and around the outside of the facility;
- Assists with inventory and the restocking of supplies;
- Monitors visitors to the Shelter to ensure the safety of citizens and animals;
- Assists customers who are seeking lost pets and those interested in adopting;
- Answers questions about the adoption process and/or specific animals, and assists customers in reclaiming their animals, or in completing adoption applications;
- Assists with the intake of animals ensuring to ensure accurate records are maintained;
- Responsible for observing how animals interact with various people and other animals; and advising the Manager of any animal that is unusually withdrawn or that displays aggression towards people or other animals;
- Assists in the training and development of Shelter volunteers;
- Assists in presenting educational programs on responsible pet ownership, the spay/neuter process, and other related information;
- Assists with office/clerical tasks as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with policies and procedures related to handling animals;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma plus one year of experience with animals or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. The incumbent must demonstrate some knowledge, skills and abilities necessary to identify signs of animal illnesses, diseases and injuries, as well as animal species, breeds, ages, and sexes.

Licenses or Certificates:

- Valid Virginia Driver's License

Knowledge, Skills and Abilities:

- Knowledge of or the ability to learn the functions and responsibilities of the Tappahannock-Essex County Animal Shelter;
- Knowledge of or ability to learn the interrelationships of the County, Town and other governmental agencies that deal with registration of animals;
- Knowledge of or ability to learn the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the Tappahannock-Essex County Animal Shelter;
- Knowledge of or ability to learn various breeds of dogs, cats and other domestic animals;
- Knowledge of or ability to learn normal and abnormal animal behavior, and symptoms of animal abuse;

- Knowledge of various equipment, materials and specialty items used in animal care procedures;
- Knowledge of occupational hazards and the ability to conform to safety precautions and procedures;
- Ability to understand and follow oral and written instructions related to position;
- Ability to maintain records about the animals, record information in the computer, and provide appropriate paperwork;
- Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through constant contact and cooperation;
- Ability to deal courteously, yet firmly and effectively with the public;
- Ability to assist with the training of volunteers;
- Ability to work independently and make judgments related to animals based on Shelter policy and procedures
- Ability to plan, organize and prioritize daily assignments and work activities.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with chemicals-cleaning products			X	
Work with fumes or airborne particles			X	
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, cleaning equipment, disposal equipment of animal feces, laundry equipment			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
Smelling animals for concerns		X		
Bending, pulling, pushing			X	
Other-Driving	X			
Other-handling animals, cleaning cages				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic) Barking				X
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

