

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Animal Care Technician
ALLOCATION: Sheriff
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: September 2001
REVISED: May 2011

JOB SUMMARY:

Under general supervision, assist in the daily maintenance, feeding and care of animals housed in the county's animal care facility including those subject to quarantine, injured or ill; assist with euthanizations; provide information to the public regarding lost or stray animals; assist with licensing, pet adoptions and community volunteer programs; and perform related work as assigned.

This class is a working level class in the animal care series.

CLASS CHARACTERISTICS:

This position reports directly to Supervising Animal Care Officer. This class is distinguished from Animal Care Officer in that the latter performs the full range of animal care duties.

EXAMPLES OF DUTIES:

Essential:

- Feed, water and care for all animals housed in the animal care facility according to schedules and feeding instructions; identify, vaccinate and impound stray animals.
- Evaluate animal temperament; place animals in appropriate kennels within shelter facility based on species, condition and level of observation required.
- Monitor and observe animals for signs of illness or injury, notify appropriate personnel and assist with medical care.
- Assist with euthanizations and dispose of animals in a humane and prescribed method and in accordance with established policies and California laws; handle animal carcasses.
- Assist with bathing and grooming of animals; clean and disinfect cages, equipment and all other areas at the shelter, as necessary.
- Collect, record and complete forms regarding care, such as weight, size, physical condition, disposition, treatments received and medications given and food intake.
- Respond to a variety of questions from the public regarding shelter activities such as reports on lost or stray animals
- Assist with vaccination and licensing program; take license fees and issue licenses; maintain records related to the programs.
- Plan and coordinate a variety of specific programs, such as, community volunteers and the pet adoption; provide day to day direction and instruction to community volunteers.
- Keep records of daily food supply; stock and order inventory as required.
- Perform a variety of general office support duties as required for shelter operations such as typing, filing, answering telephones and using standard office equipment.
- Serve as a lead to volunteers; provide lead direction, technical assistance and training to volunteers.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Drive a County or personal motor vehicle in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of animal shelter operation.
- Practices methods and equipment used in feeding and caring for animals; physical and behavioral characteristics of various animal species.
- Basic species and breed identification of a variety of domestic and common wild animals.
- Basic symptoms and behavior associated with rabies and other common domestic animal diseases.
- Practices, methods and materials used in cleaning animal facilities.
- State and local laws and ordinances pertaining to the proper care and control of animals.
- Applicable laws, codes and regulations governing the licensing, quarantine, impounding and care of animals.

- Safety principles, practices and equipment related to the work.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.
- Record keeping practices.
- Basic computer applications related to the work.

Skill in:

- Planning, directing and reviewing the work of volunteers and others on a project or day-to-day basis.
- Explaining and applying laws, regulations and policies relating to animal care practices and programs.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing records and reports of work performed.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Handle and care for and properly feed large and small animals.
- Perform a wide variety of general cleaning and maintenance work.
- Understand and follow written and oral instructions.
- Learn to euthanize in a humane manner.
- Learn to operate equipment used in handling various types of small and large animals including livestock, reptiles and birds.
- Use good judgment in emergency situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the following abilities:

- See well enough to read fine print and view a computer screen for prolonged periods of time; speak and hear well enough to understand, respond and communicate clearly in person and on the telephone.
- Independent body mobility sufficient to stand, sit walk stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write.
- Strength and stamina to lift and maneuver animal weighing up to 150 pounds with proper equipment; may require ability to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Willingness to handle ill, injured or dead animals in potentially hazardous situations.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Work extended off-hours shifts or to be called back in emergency situations.
- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from high school and six months to one year of experience in animal care or similar work which will have provided the required knowledge and skills.

Substitution of experience for the high school diploma may be considered; candidates with strong experience who lack the high school diploma are encouraged to apply.

PREFERRED: In addition to the minimum requirements, additional experience in an animal care facility that required euthanasia. Possess a Registered Veterinary Technician License.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Sheriff Department Approval: Jerry Read
Date:

EEOC: H
WC: 8831

Personnel Approval: Michelle Gutierrez
Date:

Signature: _____

Signature: _____