

ANIMAL CARE ATTENDANT

DEFINITION

To clean, sanitize, and maintain kennels and related areas of the Animal Services Shelter; to receive, feed, care for and/or administer euthanasia to animals; to assist the public in claiming or adopting animals and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Animal Control Officer in that work consists primarily of the cleaning and maintenance of facilities and the care and placement of animals. This classification does not involve the patrolling of an area or the enforcement of animal services regulations.

SUPERVISION RECEIVED

Supervision is provided by the Animal Control Supervisor or the Animal Services Manager.

SUPERVISION EXERCISED

May assist in supervising volunteers and per diem employees.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Feeds, cares for, facilitates, adopts, redeems, and performs euthanasia on impounded animals.

Receives animals at the Shelter, isolating those showing signs of disease from healthy ones.

Vaccinates animals as they are received and administers medicine under instructions from a veterinarian; prepares identification collars and places on animals for accurate records.

Responds to questions from the public about animal breeds, temperament and adoptions; advises public on appropriate choices for adoption and the proper care, treatment and control of animals.

Cleans, disinfects and maintains kennels and kennel area; performs dishwashing and laundering tasks.

Maintains a computerized log and record of all animals at shelter.

Reports any animals exhibiting symptoms of ill health or communicable disease.

Maintains inventories and supplies of food, medicines and controlled drugs, completing the necessary forms.

ESSENTIAL DUTIES (Continued)

Assists in supervising volunteers.

Lifts and loads animals weighing up to seventy-five pounds.

Performs related tasks as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Care and feeding of animals.

Ability to:

Establish and maintain positive working relationships with other City employees and members of the public; communicate effectively and courteously with other employees and members of the public.

Read, write, interpret and apply policies and procedures.

Perform basic math in order to maintain accurate written records.

Learn to perform euthanasia in a humane manner.

Learn to identify different breeds of animals.

Deal patiently, compassionately and effectively with frightened, fractious and injured animals.

Humanely control, lift and carry a variety of animals weighing up to seventy-five pounds.

Follow written and oral directions and procedures.

Learn to recognize a variety of zoonotic and animal related disease.

Work with a variety of chemicals and disinfectants.

Work in a noisy and odorous environment.

Perform intensive general labor requiring long periods of walking or standing.

Work rotating shifts, holidays and weekends.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six months experience involving customer contact and six months experience in handling animals.

Education: Equivalent to completion of 12th Grade or High School equivalency.

License: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: Stand, walk, run, kneel, crouch/stoop/squat, twist upper body and lift dead and living animals weighing up to 75 pounds; work in variable indoor and outdoor conditions subject to hot or cold temperatures, confined spaces, excessive noise, inclement weather, exposure to dust, solvents, fumes, gases, toxic waste, odors, chemicals, or other irritating particles used in the cleaning and treatment of animals.

PROBATIONARY PERIOD: Six (6) months.

181CS12

August 1983

Revised December 2006

Revised January 2012

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt