



CITY OF INGLESIDE JOB DESCRIPTION

Animal Shelter Kennel Technician

Department: Animal Control
FLSA Status: Non-Exempt
Effective Date:
Pay Grade: 1

POSITION SUMMARY

Performs basic technical work at the Animal Control Shelter providing care for animals, information to the public, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Animal Control Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize adoption events for the animals.
- Provides exercise for the animals.
- Provides food and water to animals
- Assists with the animal control facility buildings, equipment, grounds, and vehicles; assists sanitary cleaning needs of animal housing areas.
- Assists with animal intake at the Animal Shelter
- Prepares and maintains a variety of records and reports in accordance with State and City policy
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Works under the direction of the Animal Control Officer
- Limited supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education High School Diploma or

GED

Experience – minimal animal control, care and handling, or equivalent combination of education and experience.

License or Certificate – Valid driver's license in the State of Texas.

Special Requirements

Required Education	High School Diploma or GED
Required Experience	Minimal Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Must possess a strong desire to work and care for animals
- Knowledge of the care, control, and handling of animal.
- Ability to communicate effectively orally and in writing; ability to deal with the public; ability to establish and maintain effective working relationships with associates, law enforcement, local animal rescue groups, veterinarians, and the public.
- Knowledge of standard office practices, procedures, equipment, and administrative support techniques; thorough knowledge of business English, spelling, and arithmetic; thorough knowledge of departmental programs and policies.

Admin.	Memos and Reports
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PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and pushing or pulling, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling;
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities;
- Work frequently requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles;
- Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Weight	10 – 50 lbs.
Environment	Loud
Physical Activity	Varies

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date