



PART-TIME ANIMAL CARE TECHNICIAN Classification Specification Non-Represented

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction from the Shelter Supervisor, the Animal Care Technician classification performs the full array of duties within the City's Shelter; including duties involved in the care of impounded animals, cleaning, maintaining animal care facilities, assisting with euthanization, feeding animals, providing assistance to the general public looking to reclaim impounded animals or adopt new animals, operates light vehicles; performs related and peripheral duties as necessary and as required.

DISTINGUISHING CHARACTERISTICS:

The **Part-Time Animal Care Technician** classification position is responsible for cleaning and disinfecting animal care facilities, caring for impounded animals by providing food, water and comfort, observing unusual animal behavior or appearance, assisting with euthanasia and medical care, and performing peripheral duties as necessary and as required.

SUPERVISION RECEIVED/EXERCISED:

General supervision is received from the Shelter Supervisor, and/or designee. This classification may have to provide guidance and/or oversee tasks performed by lower clerical, volunteers, or hourly staff.

ESSENTIAL FUNCTIONS: *(The following is a list of typical duties assigned to the Part-Time Animal Care Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.*

- Responsible for the care of impounded animals by providing food, water, and comfort.
 - Cleans and maintains animal care facilities and disinfects accordingly; including animal runs, cages, housing-areas, feeding bowls, equipment, and tools used in the care of impounded animals.
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City of Hesperia

- Closely observes and monitors animal behavior and appearance to identify sick or injured animals.
- Isolates sick, quarantined, or injured animals, and closely monitor their condition; notify the Supervisor or other staff member if an animal needs immediate veterinary care.
- Demonstrate an ability to handle animals in a humane and compassionate manner.
- Assists and/or performs the euthanasia of animals.
- Maintain required and accurate logs, records and reports for all housed and/or impounded animals, including for the performance of euthanasia, medical care, feedings, monitoring, etc.
- Demonstrates and conforms with Federal, State, County and City ordinances in the areas of animal care and shelter.
- Provides mutual assistance during emergency situations and provides general information about Division's activities as required and assigned.
- During the time that the facility is open to the public, accept animals turned in by the public and complete the necessary paperwork; house such animals in the appropriate run or cage; assist the public with adoption of animals or answering questions; assist other staff members as needed.
- Answer questions and provide information to the public; respond to inquiries and/or complaints either in writing and/or verbally and forward to appropriate area or person for resolution.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Assist other staff members as needed; and perform other related duties as required.
- Performs a variety of other tasks and peripheral duties in support of assigned area of responsibility.
- May be required to work adjusted work schedule, holidays, weekends, or evenings.
- Perform other related and peripheral duties as required and necessary for the successful performance of this job.



QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Part-Time Animal Care Technician. A typical way of obtaining the required qualifications is to possess the equivalent of six (6) months experience in an animal care environment involving care, handling, and sheltering of animals and/or the performance of related work. Possession of a High School diploma or GED is required. The study of animal science or closely related field courses is desirable.

License/Certificate:

- Possession of, or ability to obtain, a valid class "C" California driver's license.
- Certification and training in the euthanization of animals by injection is desirable.
- Must successfully complete an approved course, and obtain a certificate for euthanizing animals by injection within the first year of employment.

Special Requirement:

Incumbent will work a set schedule designed to be on duty on weekends and holidays with Wednesdays and Thursdays off. Incumbent will work eight (8) hours per day, forty (40) hours per week, instead of the "9/80" schedule worked by other City employees.

KNOWLEDGE/SKILLS/ABILITIES/: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

Knowledge of:

Various breeds of dogs, cats, and other domestic animals; safe and efficient methods of handling domestic and wild animals; common animal injuries, diseases and methods of control; occupational hazards and standard safety practices.

Ability to:

Read and understand policies and procedures; recognize normal and abnormal animal behavior; communicate clearly and concisely, both verbally and in writing; analyze situations carefully and adopt effective courses of action; meet appropriate physical demands necessary for adequate job performance; work independently; understand and follow instructions; establish and maintain effective working relationships.



WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, crawling, lifting, stepping up and jumping over physical barriers, running or walking from one location to another in the performance of daily duties. The position also requires both near and far vision when performing animal care functions, operating assigned equipment, and reading written reports and other work related documents. Acute hearing is required when providing phone service and communicating in person. The noise level in the work environment is usually moderate when indoors and moderate to loud when in animal shelter facility and outdoors. The need to lift, carry, push, and pull animals, equipment and supplies weighing up to 100 pounds is required. When working outdoors, the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The incumbent may use cleaning chemicals, which may expose the employee to fumes, dust and air contaminants. Additionally, the incumbent may be exposed to blood-borne pathogens while using hypodermic needles on animals; animal scratches and bites; fumes, pungent odors, gases, chemicals, pollens, and other airborne irritants. The nature of the work also requires the incumbent to handle potentially dangerous large livestock and various wild animals (bats, snakes, bobcats, etc.), aggressive and biting animals, drive motorized vehicles, and often work with constant interruptions. Position also includes regular exposure to various zoonotic diseases.

Title Change July 2016
Working Conditions and Formatting Revised July 2008
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