



SENIOR ANIMAL CARE TECHNICIAN Classification Specification 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 Animal Services Manager, the Senior Animal Care Technician leads, oversees, and assists with training of work activities and assigned duties of the Shelter staff; performs related and peripheral duties as necessary and as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Animal Care Technician** classification position is responsible for assigning, assisting with training and overseeing lower level staff members and 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, as necessary. This classification is distinguished from the Animal Care Technician classification by the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

General supervision is received from the Animal Services Manager, and/or designee. This classification may exercise technical and functional supervision over Animal Care Technicians, lower clerical, volunteers, or hourly staff.

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

- Leads, oversees, reviews, performs and assists with the work of staff responsible for the care of impounded animals including cleaning and maintaining animal care facilities, assisting with euthanasia, feeding animals, and providing assistance to the general public looking to reclaim impounded animals or adopt new animals.
- Assists in the training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to the Manager.



City of Hesperia

- 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.
- Closely observes and monitors animal behavior and appearance to identify sick or injured animals; isolates sick, quarantined, or injured animals.
- Determines if an animal needs immediate veterinary care.
- Demonstrates an ability to handle animals in a humane and compassionate manner.
- Assists and/or performs the euthanasia of animals.
- Assists in the coordination of the animal adoption program both in-house and off site (events, pet store adoptions, etc.).
- Maintains 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 to Federal, State, County and City ordinances in the areas of animal care and shelter.
- Provides mutual assistance during emergency situations and provides information about Division's activities as required and assigned.
- During the time that the facility is open to the public, assists with the acceptance of 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.
- Responds to inquiries and/or complaints either in writing and/or verbally, makes recommendations for resolution and provides information to the public.
- Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service.
- May be required to work adjusted work schedule, holidays, weekends, or evenings.
- Performs 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 Senior Animal Care Technician. A typical way of obtaining the required qualifications is to possess the equivalent of - three (3) years' 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.

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



City of Hesperia

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.

Approved January 2018