

ANIMAL SHELTER-KENNEL AIDE

POSITION: 6006

SALARY GRADE:

NON-EXEMPT:

GENERAL STATEMENT OF DUTIES: Responsible of daily operations, maintain the shelter facilities and grounds, and perform other dues as requested.

DISTINGUISHING FEATURES OF THIS CLASS: General direction is provided by the Director of Animal Control. . Employees in this class have the responsibility of independent action and exercising judgment based on knowledge and experience in the absence of precedents. This position requires discretion in decision making and policy interpretation:

EXAMPLES OF WORK:

- Preparing food, feeding, and providing water
- Cleaning and disinfecting dog kennels and cat cages
- Wash litter pans, food pans, and bedding
- Sweep and mop floors
- Pick up fecal material
- Wash and sweep debris from walls, beds, kennel, and cage areas
- Monitor sick, quarantined, and injured animals & observe them for unusual physical & behavioral condition
- Separate and control fighting animals
- Segregate & isolate animals as necessary
- Assist the veterinarian or medical staff with vaccinations & minor treatments
- Perform a daily count of animals & report any condition to inconsistencies to the supervisor or veterinarian as appropriate
- Show animals to the public & provide information regarding rabies control, pet-owner responsibilities, spaying, neutering, and adoptions
- Complete various records and forms such as kennel cards and daily activity sheets on an as needed bases
- Maintain a log and inventory of food and other animal supply needs
- Maintain shelter facility
- Clean windows and restrooms
- Pulls weeds as needed
- Makes minor repairs
- Check gates and locks for security purposes and reports any safety or liability concerns to the supervisor
- Help with rescue preparations
- Perform related duties as assigned

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of taking care of animals, animal husbandry practices and procedures, animal first aid, and ability to interact appropriately and effectively with the public.

MINIMUM EDUCATION AND EXPERIENCE: One year experience in animal care; current driver's license in the state of Tennessee; and experience that would provide the required knowledge and abilities.

ADA REQUIREMENTS

PHYSICAL REQUIREMENTS: This job requires the exertion of up to 120 pounds of force occasionally, up to 30 pounds of force frequently and up to 10 pounds constantly. Work requires climbing, balancing, crouching, crawling, reaching, standing, walking, lifting and grasping.

ENVIRONMENTAL REQUIREMENTS: The employee is frequently around animals that are agitated and may attempt to bite or scratch; comes in contact with members of the public are angry and belligerent; is subject to inside and outside environmental conditions, noise, hazards and atmospheric conditions; and is exposed to zoonotic diseases.

SENSORY REQUIREMENTS: Hearing is required to perceive information at normal voice levels. Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities. This job requires frequent oral communication skills