

KENNEL ATTENDANTDEFINITION

Under immediate supervision, performs semi-skilled manual work of a specialized nature in the direct handling, transportation and care of impounded animals; maintains animal shelter facilities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Feeds and waters domestic animals; inspects cleanliness of available cages for placement of animals; cleans and disinfects kennels, cages and equipment and maintains overall shelter cleanliness; makes minor repairs to shelter facilities and informs supervisors of maintenance or repair needs. Assists in the releasing of animals to owners by transporting (carrying, walking) animals to motor vehicles; assists veterinary staff with the treatment of sick or injured animals; checks all incoming dogs/cats for microchips and/or other forms of identification; recognizes symptoms of rabies and animal diseases and reports information to shelter staff; understands and applies the rules and regulations governing the impounding, releasing and destruction of animals; may explain shelter policies and answer questions from the public; may keep routine records and prepare simple reports. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This entry level class involves basic animal keeping and light maintenance work. It reports to the Animal Shelter manager classification.

RECOMMENDED MINIMUM QUALIFICATIONS

Six months experience working with animals or any equivalent combination of training and experience that provides the knowledge and abilities listed below. Coursework in biology, zoology, animal husbandry or related field is preferred.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: common varieties of domestic animals and basic principles and practices of their behavior and care; tools and equipment used in basic maintenance, particularly of animal cages; safe work practices.

Ability to: understand and follow oral and written instructions; keep routine records and write simple reports; perform simple mathematical calculations; interact in a tactful and courteous manner with the public; perform routine and light maintenance work; perform basic first aid; establish and maintain effective working relationships with coworkers, supervisors, and the general public.

SPECIAL REQUIREMENTS

Frequent standing and walking and frequent stooping and bending; occasional lifting of over 50 pounds with frequent lifting or carrying of objects weighing over 25 pounds.

SPECIAL WORKING CONDITIONS

Constant involvement with animals and continuous exposure to noise; willingness and ability to work any shift, including weekends, evenings, and holidays on a regular basis and nights on an emergency or as-needed basis.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are highly reliable individuals who have a strong work ethic and take pride in performing thorough, high-quality animal keeping and light maintenance work. They are energetic, well-coordinated fast learners with a kind and caring attitude toward animals.

Class title established per Council Resolution No. 2001-084,
effective 11-16-01

Reviewed: 12/02
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