

POSITION DESCRIPTION

CLASS TITLE: Kennel Technician *Last update: 4/2014*
DEPARTMENT: Animal Control
DIVISION: Police
SALARY RANGE: per salary schedule
UNION: Not Represented
DATE: January 1, 2011

The Kennel Technician is a part-time (.33fte) limited to a maximum 20 hours per week, Fair Labor Standards Act position. The Animal Control Shelter operates seven days a week; the regular work schedule for this position includes shift work which may include week-ends, call-outs and hours other than 7am to 5pm. The incumbent in this position is a not a Civil Service employee.

GENERAL PURPOSE

The Kennel Technician is responsible for providing humane care and cleaning for the animals in the shelter facility.

SUPERVISION RECEIVED

This position reports to the Animal Control Supervisor.

SUPERVISION RESPONSIBILITIES

This position does not supervise.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Primary responsibilities include:

- Rinses, scrubs and disinfects animal cages and outdoor runs, hallways, floors, walls and isolation/quarantine areas; cleans water and food dishes and related kennel equipment and facilities, scrubs interior of animal-holding refrigerator after animals' carcasses have been removed, cleans and disinfects animal bedding;
- Prepares food; feeds and waters animals, refills food bins at the end of the shift;
- Identifies sick and diseased animals, takes precautions to prevent the spread of disease to other animals or humans; recommends veterinarian care if needed and medications or other treatments;
- Identifies and handles wild and/or vicious animals and uses the proper handling precautions;
- Basic office duties including answering the phones, logging complaints and inquiries.
- Other duties as assigned.

NECESSARY MINIMUM QUALIFICATIONS

Education and Experience

Education equivalent to completion of the twelfth grade. Must be at least 18 years of age and a US citizen.

Necessary Special Requirements

Must hold a valid Washington State driver's license with driving record free from serious or frequent violations. Must pass a thorough police background check.

Must attain successful completion of training requirements prescribed by the Department.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices and procedures;
- Oral and written communication skills;
- General principles and accepted practices and procedures associated with municipal animal control operations;
- Operation of computer software such as Excel and Word;
- Effective, modern methods of animal control and applicable laws and ordinances.

Ability to:

- Operate animal control vehicles at the direction of the Animal Control Supervisor;
- Handle wild and domestic animals with available equipment (in the shelter);
- Provide care and upkeep of animal control shelters and animals, to prioritize assignments, and to work independently;
- Prepare and maintain accurate records, files, and other information required for mission accomplishment;
- Establish and maintain effective working relationships with co-workers, other organizations, and general public;
- Understand and execute moderately complex oral or written directions;
- Contribute to the Department's Mission.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

By signing below, I acknowledge receipt of the Kennel Technician position description.

Signature

Date

Printed Name

City of Sumner
Physical Demands Job Assessment

The physical demands/work environment described is representative of those that must be met by an employee to successfully perform the essential functions of the job. Requirements may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who post a direct threat to significant risk to the health and safety of themselves or other employees.

Description of Work Environment:
Work is performed in a moderately noisy indoor office environment as well as outdoors, often in inclement weather. May be vulnerable to dangerous animals and/or diseases associated with impounding same. May be exposed to hazardous materials, such as body fluids and/or chemicals.

Amount of Time Spent:	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non-Applicable
Sitting		x			
Standing				x	
Walking				x	
Running		x			
Driving		x			
Talking/Hearing				x	
Lifting (<10 lbs)				x	
Lifting (<25 lbs)			x		
Lifting (25>50 lbs)			x		
Lifting (50>100 lbs)		x			
Carrying (<10 lbs)				x	
Carrying (<25 lbs)			x		
Carrying (25>50 lbs)			x		
Carrying (50>100 lbs)		x			
Pushing/Pulling			x		
Climbing Stairs		x			
Climbing Ladders		x			
Bending at Waist			x		
Twisting at Waist			x		
Kneeling/Squatting			x		
Crawling		x			
Reaching above Shoulder		x			
Repetitive Arm/Hand Movement		x			
Tasting/Smelling					x
Using Finger, Handle or Feel			x		

If Carrying Weight, How Far: 25 ft Is Weight Worn around the Waist? Yes No

Vision Requirements: Yes No Special Vision Requirements Not Applicable
 Yes, the Following Apply (please check): Close Distance Color Peripheral
 Depth Perception Night Vision Adjust Focus Small Print Other: _____

Other Special Physical Requirements: _____