



Animal Caretaker

Department/Division:	Animal Care & Adoption Center
Reports To:	Shelter Manager
Provides Direction To:	N/A
Exemption Status:	Non-Exempt
Date Revised:	March 20, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under general supervision, provide basic animal care, including daily feeding, water, and observation; clean and maintain facilities; transport animals; maintain records related to animal care and disposition; and perform other related duties as assigned.

CLASS CHARACTERISTICS

Positions within this classification report to the Shelter Manager and perform a variety of routine functions to maintain the health and safety of animals at the shelter, including back-up public counter support. The Animal Caretaker is not required to handle field calls or perform enforcement functions and has less specialized knowledge of health standards and medical care procedures than the Veterinary Technician. The Animal Caretaker has lesser knowledge of animal breeds, and social and behavioral characteristics, than the Animal Handler.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Provide and replenish food and water for domestic, exotic, and wild animals.
2. Clean and disinfect kennels, cages, and equipment to maintain sanitary conditions.
3. Observe sick, quarantined, and potentially injured animals, and report problems.
4. Evaluate animal temperament and socialize animals undergoing behavioral rehabilitation.
5. Clean and bathe animals; medicate and vaccinate animals given established procedures.
6. Complete ongoing and preventive maintenance of shelter facilities and equipment.
7. Transport animals to and from veterinary offices and other medical facilities.

ESSENTIAL FUNCTIONS (continued)

8. Respond to public inquiries regarding the disposition of animals and animal shelter procedures, and questions regarding lost and found animals, and adoption procedures.
9. Serve as cashier; handle customer transactions including redemptions and license sales, and the release and adoption of animals.
10. Maintain records related to daily animal care, and incidents.
11. Order and pick up supplies needed at the shelter.
12. May perform euthanasia under appropriate supervision.

EMPLOYMENT STANDARDS

Education and/or Experience:

Equivalent to graduation from high school. Six months of recent experience working with domestic animals in a veterinary hospital, clinical setting, or animal services facility, is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid Class C or Class 3 California driver's license, and have a satisfactory driving record.

Knowledge, Skills, and Abilities:

Various breeds of dogs, cats, and other domestic animals; basic characteristics of animal behavior; care techniques; customer service techniques; procedures related to kennel cleaning and maintenance of facilities; record keeping procedures; occupational hazards and safe work practices related to animal care; safe driving principles and practices;

Operate cleaning equipment and other tools used in the maintenance of kennels; operate a vehicle observing legal driving practices; operate a cash register; administer injections and medications to all types of animals; operate modern office equipment including computer equipment and software programs; handle animals in a safe and efficient manner; learn, understand, and interpret rules and regulations governing the impounding and release of animals; recognize normal and abnormal animal behavior; prepare and maintain accurate and complete records; meet and deal tactfully and effectively with the public; respond to requests and inquiries for information regarding animal services; work independently in the absence of supervision; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Special Requirements:

Ability to work weekends, evenings, and holidays, and on-call basis.

PHYSICAL DEMANDS

The sensory demands of the job typically require seeing, hearing, speaking, touching and smelling. The position requires close vision, depth perception, color vision, and the ability to adjust focus. This position frequently stands and walks to access animal care areas and occasionally sits to access and record information in computer databases.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach animals in order to provide to medical care and perform medical procedures. In record keeping, the position may push and pull drawers open and closed to retrieve and file information. Positions in this classification frequently lift, move, and carry animals that typically weigh up to 100 pounds. The position requires firm grasping and wrist extension and rotation on a frequent basis. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 10 pounds.

WORKING CONDITIONS

The position is frequently exposed to loud noise above 95 decibels such as barking of dogs and other animal noises. The position works outdoors as well as indoors and is subject to variable weather conditions and exposure to potentially infectious diseases or allergies, as well as wetness and moisture.