

ANIMAL CARE TECHNICIAN

MAJOR FUNCTION

This is a semi-skilled position performing manual labor work in the care, maintenance, health, and disposition of animals at the Marion County Animal Center.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. Performs repair and routine maintenance of kennels and cages.
- Prepares and dispenses food and water to animals. Procures, transports, unloads and stores food supplies, disinfectants, and animal care equipment.
- Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes.
- Assists with administration of animal medications, routine vaccinations, heartworm testing, electronic implant scanning, euthanasia, and controlled substances to animals.
- Assists with preparation and shipment of animal heads for rabies laboratory testing; includes cutting and sawing through specimens and packaging for shipment.
- Transports trash, garbage, and dead animals for disposal at County landfill.
- Assists members of the public searching for lost animals or seeking to adopt animals.
- Performs pre-operative and post-operative care of animals.
- Assists with impoundment of incoming animals. Required to handle potentially dangerous animals.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Maintains routine records, reports, animal release and adoption documents.
- Performs data entry for purpose of record keeping.

ANIMAL CARE TECHNICIAN

- Files forms, copies of rabies certificates, and animal license certificates.
- Maintains lost and found log.
- Issues animal licenses and tags.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Occasionally provides direction and supervision to community service workers and volunteers. Provides guidance, advice and assistance to others on work assignments.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED), and one year experience and training in general kennel or shelter maintenance and animal control, or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Divers License.

Certifications.

Successful completion of Florida State approved sixteen hour euthanasia technician certification course within six months of employment. Rabies preventative immunization required upon hire.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

ANIMAL CARE TECHNICIAN

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports.

Mathematical Skills

- Ability to calculate figures and amounts such as proportions, percentages, area, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Knowledge of animal types, species, and breed identification.
- Knowledge of humane animal care, capture, and restraint.
- Ability to communicate tactfully and effectively with members of the general public.
- Ability to remain calm in stressful situations.

Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to use the following machines and equipment: high and normal pressure water hoses, ketch-all poles, cat tongs, leashes, roll-around cart, wall-mounted butcher paper dispenser with sharp cutting edge, various hand tools, rakes, shovels, rolling cages, vacuum cleaner, leaf blower, needles and syringes, sharps containers, animal vaccines, saws, sharp knives, hazardous materials protective garments, computer, copy machine, telephone, two-way radio, County vehicle, and various other general office equipment or small tools.

ANIMAL CARE TECHNICIAN

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to climb, balance, and run; will regularly be required to talk or hear; and will frequently be required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, stoop, kneel, crouch or crawl, smell, and to lift up to one hundred pounds. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, wet or humid conditions, and animal waste and blood and cleaning chemicals. The noise level for environment is loud.

Established: 10/99

Pay Grade: 4

Job Description Number: 8007

Category: 8

Status: NE

Revised:2/2004