

**CLASS SPECIFICATION
Animal Care Technician**

GENERAL PURPOSE

Under general supervision, performs a variety of duties involving the feeding, care and treatment of all animals at the shelter; medicates sick and injured animals; when necessary, performs humane euthanasia of animals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Animal Care Technicians clean and maintain animal holding areas at the shelter facility to provide a clean and safe environment for impounded animals, staff and the public. Incumbents perform intake activities including inputting animal data into the department records system, performing vaccinations, conducting preliminary health examinations and animal assessments. Incumbents also interact with the public during out-processing of adopted or recovered animals. Work requires contact with sick, injured, unruly and/or vicious animals and euthanizing animals in accordance with law and City policy and procedure.

Animal Care Technician is distinguished from Lead Animal Care Technician in that incumbents in the latter class provide lead work direction in addition to performing animal care duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs intakes duties for animals brought to the shelter; inputs data into animal management system; conducts preliminary health examinations and animal assessments.
2. Lifts and crawls into cages to clean them; cleans shelter grounds and facilities of fecal matter, blood and other hazards.
3. Prepares food, feeds, medicates, vaccinates and cares for animals; bathes sick and/or parasite- and insect-infested animals.
4. Assists individuals seeking lost animals or adoptable animals; assists customers in making pet selections; responds to public inquiries regarding care and treatment of animals.
5. Euthanizes and disposes of animals, as required, by City policy and procedures.
6. Diagnoses common animal diseases.
7. Provides vaccinations to impounded animals.
8. Maintains animal inventory records and records of controlled substances used for euthanasia.

OTHER DUTIES

1. Provides microchip services to impounded animals, including scanning and implanting chips.
2. Operates and maintains crematorium and properly documents its usage.
3. Performs office clerical and administrative duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, practices and procedures in the handling, care and feeding of animals, including practices and techniques for handling unruly and/or vicious animals.
2. Basic state, county and local law, ordinances and regulations applicable to the control, care and protection of animals.
3. Animal behaviors and proper animal handling techniques.
4. Common breeds of domestic animals, their characteristics and behavior patterns.
5. Infectious and contagious diseases of animals and their symptoms.
6. Safe operation of cleaning equipment and chemicals used in the cleaning process.
7. Microchip implantation and scanning techniques.

Ability to:

1. Safely and confidently handle animals of all sizes and temperaments.
2. Learn and follow appropriate procedures for administering medications and vaccinations.
3. Properly use cleaning chemicals.
4. Euthanize animals.
5. Understand and follow oral and written instructions.
6. Communicate effectively with the public and provide effective customer service.
7. Apply sound independent judgment in a variety of situations in accordance with established policies and procedures.
8. Establish and maintain effective working relationships with other staff, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, and one year of work experience that included working with animals; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to main insurability under the City's vehicle insurance policy.

Ability to obtain a P.C. 832 certification and pass a breed identification and symptoms of disease test within one year of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to use hands to finger, handle, feel or operate objects, tools or control; and reach with hands and arms. The employee is regularly required to stand, walk or sit; talk or hear; stoop, bend, kneel, crouch or crawl. The employee must regularly lift and/or move animals or objects up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve animal care and shelter maintenance problems; use basic mathematics; observe and interpret situations; work with regular interruptions; and interact with other staff, the public and others encountered in the course of work. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work on slippery and uneven surfaces and are exposed to loud noise, odors and dirt. Employees are routinely exposed to dangerous, injured or diseased animals; fecal matter, blood and other hazards; and to various cleaning chemicals.