

CLASS SPECIFICATION
Animal Care Technician Supervisor

GENERAL PURPOSE

Under general supervision, the incumbent provides supervision and training to Animal Care Technicians and manages the day-to-day operations of kennels, catteries, and other animal holding facilities at the animal shelter.

DISTINGUISHING CHARACTERISTICS

The incumbent in this class, directs the work activities and training of the Animal Care Technician staff and performs related animal shelter duties as required. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

This class differs from the Animal Services Field Supervisor in that it is responsible for supervising the daily activities of Animal Control Officers involved in field animal control enforcement.

The Animal Care Technician Supervisor is further distinguished from the Animal Services Office Supervisor in that the latter position is responsible for the supervision of clerical and office staff.

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. Provides day-to-day supervision of Animal Care Technician staff, including assigning work, and work scheduling.
2. Ensures that kennel functions are adequately staffed and management instructions and priorities are adhered to.
3. Orders supplies and food for the kennel.
4. Utilizes safe and humane animal handling techniques; as needed receives and moves animals from one shelter area to another.
5. Effectively cleans and disinfects animal enclosures.
6. Feeds, medicates and cares for a wide variety of animals that typically include dogs, cats, rabbits, guinea pigs, birds, etc.
7. Ensures the established standards, policies and procedures are strictly adhered to in containment of the animal population.
8. Updates computer files promptly and regularly to reflect the current status of animals under the care and control of the shelter.
9. Assists the public and non-profit rescue organizations in selecting appropriate animals for rescue and adoption.

10. Releases impounded animals to owners.
11. Conducts basic medical evaluations and animal behavior assessments.
12. Identifies, segregates, and isolates dangerous and/or ill animals.
13. Makes minor repairs to shelter facilities as necessary.
14. Checks impounded animals for microchips identification tag to locate owner.
15. Hoses down and cleans cages, equipment, closures, walkways, and work areas.
16. Performs other duties as assigned.

OTHER DUTIES

Performs animal shelter kennel maintenance and operations work, including animal receipt, custody, care, disposition; and performs other work as required.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of supervision and training.
2. Shelter cleaning and sanitation methods and techniques.
3. Animal care, feeding, medication and handling methods and techniques.
4. Breed identification of domestic animals.
5. Techniques for handling unruly and/or vicious animals.
6. Basic state, county and local laws, ordinances and regulations applicable to the control, care and protection of animals.
7. Animal behavior patterns and proper animal handling.
8. Handling of infectious and contagious diseases of animals and their symptoms.
9. Safe operation of cleaning equipment and chemicals used in the cleaning process.
10. Common breeds.
11. Techniques and procedures used in the humane disposition of animals.
12. Microchip implantation and scanning techniques.
13. Computerized record keeping and filing methods used in an animal shelter.
14. Medical examinations, medication usage and animal assessments

Ability to:

1. Provide supervision and training to Animal Care Technicians and/or voluntary staff.
2. Assign staff to specific duties within the kennels and working with the public.
3. Understand and apply rules and regulations governing the impounding, releasing, and disposition of animals.
4. Perform behavior evaluations of animals under the shelters care.
5. Safely and humanely handle animals of all sizes and temperaments.
6. Follow appropriate procedures of administering medications and vaccinations.

7. Maintain effective working relationships with other staff, in-house veterinary staff, local Veterinarians, the public and others encountered in the course of assigned duties.
8. Understand and follow oral and written instructions.
9. Apply sound independent judgment in a variety of situations in accordance with established policies and procedures.
10. Provide counseling to potential adopters to assist them in selecting animals.
11. Maintain records and logs on computer system.
12. Humanely handle the disposition of all animals in accordance with regulated procedures and applicable laws.
13. Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

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 five years of experience as an Animal Care Technician and/or working with animals, at least one year of which was in a lead or supervisory capacity; or an equivalent combination of training and experience. An incumbent must be willing to handle a variety of animals in the course of employment.

Licenses, Certificates, Special Requirements:

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

P.C. 832 certification and successful passing breed identification and symptoms of disease test. Humane Euthanasia Certification; and Animal Health Technician Certification desired, but not required.

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

Constant lifting and carrying of objects and animals weighing up to 10 pounds and occasional lifting up to 100 pounds for a distance not to exceed five feet. Frequent upward and downward flexion of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level. Sufficient manual dexterity and hand-eye coordination is required to operate vehicle and special animal handling equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, animal owners

and others encountered in the course of work, some of whom may be dissatisfied or argumentative.

WORK ENVIRONMENT

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

Work is predominantly performed indoors at one location and in shelter environments of varying humidity and temperatures. Work may involve minimal driving; exposure to excessive noise (barking dogs); animal waste and deceased animals; dust, chemicals from cleaning agents/disinfectants; and sewage and zoonotic diseases.