



CITY OF BENTON

Animal Services Shelter Technician Part-Time

Job Description

Job Title: Animal Services Shelter Technician

Department: Animal Services

Classification: Non-Exempt

Reports to: Animal Services Manager

EEO Category: Part-time

Pay Grade: \$15.62 - \$23.18 per hour

SUMMARY

The **Animal Services Shelter Technician** is responsible for the caring of animals impounded at the City of Benton Animal Shelter and cleaning cages and premises. Position is deemed essential personnel and safety sensitive.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Feeds and waters animals according to schedule.
- Performs daily inventory of animals.
- Cleans kennels and cages using appropriate cleaning agents and equipment as outlined in established shelter procedures.
- Cleans other areas of kennel or animal shelter as directed, including laundry of animal bedding items, food and water bowls.
- Observes animals and monitors them for symptoms of disease or injury and notifies Animal Services Manager and/or Certified Veterinary Technician of those animals not in healthy condition.
- Assists in loading animals into portable kennels for transport to adoption destinations.
- Will be required to work and serve on-call outside of normal business hours, including nights, weekends, and/or holidays as needed by the department.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

The noise level in the work environment is usually moderate to loud. The employee frequently works outside in adverse weather conditions, and in an office environment with exposure to fumes, dust, toxic, or caustic chemicals.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb, or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

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

MENTAL DEMANDS

The incumbent must perform detailed work. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the regular handling of chemicals. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

MINIMUM REQUIREMENT & COMPETENCIES

Basic experience, knowledge and training in Animal Services typically resulting from a combination of education or years of experience in Animal Services or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- High school diploma, or equivalent
- One (1) year of general work experience.
- Current Shelter Technician Certification or must be able to obtain certification within six (6) months of employment.

Knowledge

- Knowledge of handling, feeding, and general care of domestic animals.

Skills

- Strong sense of ownership and initiative, collaborative, and flexible attitude.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. always.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____