

Animal Shelter Technician

FLSA Status: *Non-Exempt*

General Definition of Work

This position assists the Shelter Supervisor in daily animal shelter operations; preparing and maintaining files and records, light facility maintenance, recruitment of releasing agencies, and related work as apparent or assigned. Work is performed under the supervision of the Animal Shelter Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Cleans and disinfects kennels, cages, food and water containers; feeds and waters animals housed in the shelter per established procedures and required VDACS standards.
- Answers telephone; receives and responds to inquiries and complaints.
- Assist with intake of new animals to include: record-keeping, filing and photographing of animals. (Animals may only be photographed outside of cages during intake).
- Recruits and works with approved animal welfare organizations (humane societies, rescue groups, etc.) to promote and increase the number of adoptions.
- Maintains database of animal registration, adoptions, transfers, approved transfer agencies, rescue groups, call logs, etc.
- Handles livestock and horses; arranges board for livestock and horses.
- Prepares and maintains various logs, files and reports; maintains records and produces written correspondence; purchases and picks up supplies.
- Performs general maintenance, custodial and grounds keeping duties in and around the facilities.
- Administers required medications and treatments; responds to veterinarians for abandoned animals and treatment of animals.
- Euthanizes and disposes of incarcerated and unclaimed animals.
- Coordination with Shelter Supervisor and regional Animal Control Officers in regards to animal adoption events and shelter promotional events.

Knowledge, Skills and Abilities

Thorough knowledge of the laws, ordinances and regulations governing animal shelter operations; thorough knowledge of the care, control and handling of dogs and other animals; ability to operate personal computer, associated hardware, software and peripheral equipment; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and moderate experience in animal control work including animal care, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work sometimes requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic

chemicals and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to the risk of electrical shock and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to acquire DEA drug License, euthanasia certification, and animal facility operations certifications within six months of employment.

Other training or certifications that may be required by the Commonwealth of Virginia concerning animal shelter operations.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.