

Classification Title: Animal Health Care Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Processes all incoming animals to shelter. Provides medical care as required and determines housing arrangements.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Checks animals into shelter. Determines approximate age, sex, health and temperament and housing location. Scans animals for microchips to determine identity and administers health care as required.
2	H	Performs euthanasia services on selected animals. Documents drug usage and disposes of animals as required by regulation and policy.
3	H	Assists attendants in the daily care of animals by providing medication, cleaning cages and kennels and feeding the animals.
4	L	Functions as lead when manager is not present.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma or GED.
Experience	One year of experience in animal control.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.

CLASSIFICATION REQUIREMENTS	
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Control stick, cat tongs, needles, syringes, kennels, cages, clippers, CO chamber, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
- (2) Animal Shelter

PROTECTIVE EQUIPMENT REQUIRED:

Latex gloves, control stick, cat tongs, leather gloves