

Scott County Government

Position Description Form

Position: Job Title: Animal Care Technician
Department Name: Animal Control
Supervisor Title: Director & Assistant Director of Animal Control

Position Summary

Provides customary care and enrichment to shelter animals and assist with office clerical duties.

Duties:

This lists the major duties and requirements of the job and is not all-inclusive. Employees may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Clean and organize facility and kennels
- Intake and processing of animals
- Provide general animal care and grooming
- Examine and observe animals for possible signs of illness or injuries
- Provide basic medical treatment to sick/injured animals
- Transport animals in county vehicles
- Assist public with adoptions
- Input and maintain animal data
- Answer phone calls
- Various office clerical duties
- Complete all task assigned by department supervisor

Education and Experience:

- High school graduate or GED equivalent
- Must enjoy working with animals

Special Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills
- Background check and valid driver's license
- Ability to communicate effectively, with officials, employees, and the public
- Ability to manage high stress situations and/or the mental and emotional stress that may accompany the euthanasia of an animal
- Must be punctual and manage time effectively
- Must be able to follow written and oral instructions
- Available to work weekends, evenings, and public holidays
- Knowledge of the behavior and handling of common domestic animals.
- Knowledge of methods and equipment used in the care and control of animals.

Working Conditions:

Working conditions are the physical surroundings of a worker in a specific job.

- ✓ 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors

- Work is performed in equal amounts inside and outside
- ✓ Extremes of cold and temperature changes
- ✓ Extremes of hot and temperature changes
- ✓ Wet Surroundings: Contact with water or other liquids.
- ✓ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- ✓ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.

- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- ✓ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.

- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

Strength Rating:

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- ✓ **M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.