

**JOB TITLE:** Animal Shelter Attendant

**JOB NO:** LB001118

**JOB FAMILY:** Labor

**FLSA:** Non-Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

To perform semi-skilled maintenance work in the Animal Control Shelter as well as technical and administrative duties including reporting and monitoring animal control activities; assist customers interested in adopting animals; and respond to calls regarding deceased animals.

### **SUPERVISION**

General supervision is provided by the Animal Control Supervisor or his/her designee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Drive to and from destinations as assigned by Supervisor.
3. Clean, maintain and perform minor repairs in the animal shelter.
4. Provide assistance to customers wishing to adopt or buy an animal; escort customers through the shelter; respond to and direct questions regarding adoption or purchasing procedures. Receives animals at shelter.
5. Provide care for animals in the shelter including feeding, cleaning and monitoring animal behavior. Monitors conditions of animals and implements precautionary measures in order to prevent disease transmission. Cleans and disinfects pens, floors and related areas in accordance with established practices.
6. May, if assigned, respond to public calls and complaints regarding deceased animals; pick-up deceased animals.
7. Performs or assists with euthanizing animals as appropriate.
8. Cleans and maintains grounds around the shelter and the office.
9. Prepare and review a variety of correspondence, reports, permits and documents as assigned, including monthly statistical reports; complete various forms; prepare and distribute reports for review and use; prepare and maintain a variety of forms used by the Animal Control Division; research and verify information as necessary.
10. Prepare and maintain a variety of files and filing systems; review and verify records and computer files.
11. Provides general office assistance such as answering phones, performs data entry, or other related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Unload loose or stray dogs or cats brought to the shelter.
2. Perform other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

High School Diploma or GED.

### **EXPERIENCE**

No experience required.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Proper public contact and telephone etiquette.

Principles and practices of record keeping and recording.

Methods and techniques of facility maintenance and repair.

Operational characteristics of tools and equipment used in the assigned duties and responsibilities.

Safe work practices.

### **Skill in:**

Assembling and preparing data for report presentations.

Minor maintenance repair work associated with shelter facilities.

### **Ability to:**

Work rotating shifts, including nights and weekends. May be required to work on-call.

Tactfully respond to requests and inquiries from the general public.

Organize work for timely completion.

Compose, prepare and review a variety of correspondence and reports.

Communicate clearly and concisely, both orally and in writing.

Maintain accurate records.

Observe and assess animal behavior.

Safely feed and handle a wide variety of animals.

Perform semi-skilled maintenance repair work related to animal shelter facilities.

Perform heavy manual labor.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Exposure to dirt, air contaminants, animals, temperature extremes, noise and toxic materials*
- *Push, pull or lift equipment, supplies, and/or animals*
- *Climb, crawl, kneel or stoop to perform shelter duties*
- *Sit, stand, walk, or run to perform shelter duties.*

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Director of Human Resources

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Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: July 1996**

**REVISION DATE: September 2003**