

Class Title: Animal Caretaker, Senior

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Coordinates activities of workers engaged in the care, oversees treatment, preparation of food, feeding of animals and maintenance and repair of animal quarters. Observes animals to detect signs of illness, medical need and consults with Veterinarian. Gives animals' food, water, and medication when necessary, and keeps kennels clean. Also assists the public with adoptions or finding lost pets.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Oversees activities of workers engaged in the care, oversees treatment, preparation of food, feeding of animals and maintenance and repair of animal quarters and ensuring that outside walkways and runs are clean.
2	VH	Observes animals to detect signs of illness or unhealthy conditions requiring medical care and consults with Veterinarian/veterinarian technician. Assists veterinarian and veterinary technician with physical examinations. May be required to euthanize.
3	L	Euthanize animals when needed.
4	L	Assists public by taking unwanted animals, helping to select animals for adoption, searching the kennel for a lost pet, collecting fees, and answering telephone inquiries.
5	L	Performs administrative duties by keeping records on animal behavior, maintaining inventory of food and supplies, picking up animals, taking animals to hospitals.
6	L	Establishes and coordinates work schedules, examines work results, issues instructions to animal caretakers.

CSC Adopted: October 2007 CSC Revised: June 2015

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to high school or equivalency.
Experience	One year experience as an Animal Caretaker.
Certifications and Other Requirements	Valid Driver's License may be required. Certification in Animal Euthanasia
Reading	Work requires the ability to read adoption contracts, registration cards, medical sheets or prescription dosage on medications, receipts for money, standard operating procedures, letters, memorandums, cage or kennel cards on animal.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write adoption contracts, quarantine and euthanasia paperwork as well as completing registration cards, paperwork, and time slips.
Managerial	N/A
Budget Responsibility	N/A.
Supervisory / Organizational Control	As a lead worker, oversees the direction of helpers, assistants, seasonal employees, interns, volunteers or temporary workers is required.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

CSC Adopted: **October 2007** CSC Revised: **June 2015**

OVERALL PHYSICAL STRENGTH DEMANDS:

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

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Walking animals for exercise, cleaning or buffing floors of kennel, customer assistance
Sitting	R	Unfolding newspaper for kennels, meetings, working front desk
Walking	C	Inter-office, to/from kennel area, moving dogs to cages or kennel, walking animals for exercise, cleaning, customer assistance
Lifting	C	Animals, cages, supplies, tools, radio, food supplies, cans, boxes, trays, medications, newspaper, chemicals for cleaning, trash
Carrying	F	Animals, cages, supplies, tools, radio, food supplies, cans, boxes, trays, medications, newspaper, chemicals for cleaning, trash
Pushing/Pulling	F	Animals, cages, animal, push cart of trash to dumpster
Reaching	C	Animals, cages, supplies
Handling	C	Animals, cages, supplies, tools, radio, food supplies, cans, boxes, trays, medications, newspaper, chemicals for cleaning, trash
Fine Dexterity	F	Unfolding newspapers, writing, administering medications
Kneeling	F	To retrieve or reach for animal, cleaning or maintenance of kennel or shelter, moving boxes or food
Crouching	F	To retrieve or reach for animal, cleaning or maintenance of kennel or shelter, moving boxes or food
Crawling	R	Retrieval of animal
Bending	C	Lifting animals, cleaning or maintenance of kennel or shelter
Twisting	F	Lifting animals, cleaning or maintenance of kennel or shelter
Climbing	F	Stairs
Balancing	F	Dog trays, paper, carrying animals, cleaning kennel area
Vision	C	Reading, writing, observation, inspection, supervision of animals, surveillance of kennels and examination of sick or injured animals
Hearing	C	Co-workers, supervisor, health department personnel, general public, control officer, animal distress
Talking	F	Co-workers, supervisor, health department personnel, general public, control officer, animals
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Animal control or catch pole, leash, screwdrivers, bolt cutters, 2-way radio, floor buffer, power washer, scrub brushes and cleaning materials

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	X
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	W	Noise and Vibration	D	Shop	--
Fire Hazards	W	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	M	Darkness or Poor Lighting	S	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2) Animal Shelter, kennel environment

PROTECTIVE EQUIPMENT REQUIRED:

Goggles/eye protection, steel-toe boots, rubber boots, back brace, animal control or catch pole, radio, gloves-latex or rubber, animal handling gloves, face mask

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	N

- (3)