

CSC Adopted: October 2001 CSC Revised: October 2013

## Class Title: Animal Caretaker

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides daily care for stray, impounded, or surrendered animals, including cleaning, disinfection, medical triage, behavioral assessment and enrichment. Also vaccinates and medicates animals as directed by the Supervising Veterinarian. 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 per formed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Maintains individual animal and overall population health through knowledge of normal physical and behavioral characteristics; observes and identifies conditions outside normal limits and follows established veterinary protocols for reporting and treatment; administers appropriate behavioral enrichment and performs behavioral evaluations as needed.
2	S	Helps maintain shelter animal database by entering new animal data; updates existing files, treatments, and medical/behavioral assessments; uploads pictures; composes animal biographies; and accesses database reports as necessary.
3	VH	Provides daily animal care pursuant to the Association of Shelter Veterinarians' "Guidelines for Standards of Care in Animal Shelters". Daily care includes cleaning, feeding, vaccinating, laundering, washing, and maintaining animal cleanliness and comfort throughout the day.
4	M	Euthanizes animals as necessary; calculates correct dosages; provides humane restraint; and maintains drug usage records in accordance with State and Federal regulations.
5	M	Appropriately matches animals with customers' lifestyles and desires; provides accurate behavioral counseling; assists with lost pet searches and communicates reclamation requirements accurately.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand animal care protocols and the routine operation of animal handling and restraint equipment. Level of knowledge equivalent to high school or equivalency.
Experience	Minimum six months volunteer or paid experience in animal care environment.
Certifications and Other Requirements	Valid Driver’s License may be required. Certified in Animal Euthanasia within one year of employment.
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 add, subtract, multiply, or divide whole and decimal numbers. Also requires competency with volumetric measurements and unit conversion, such as pounds to kilograms.
Writing	Work requires the ability to write medical and behavioral observations, adoption contracts, treatment instructions, animal bias, and euthanasia drug logs.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires daily contact with others within the organization. These contacts may involve similar work units or departments within the City. In addition, work requires contact with individuals outside the City who may belong to professional or peer organizations such as animal welfare groups or shelters.

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**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.	VII = 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	Cleaning; customer assistance
Sitting	O	Data entry; writing reports
Walking	C	Moving animals; cleaning; customer assistance
Lifting	F	Moving animals; cleaning; storing supplies; discarding trash
Carrying	F	Moving animals; cleaning; storing supplies; discarding trash
Pushing/Pulling	F	Cleaning; discarding trash; transporting supplies
Reaching	F	Moving animals; cleaning; storing supplies; discarding trash
Handling	F	Moving animals; restraining animals; operating cleaning or animal
Fine Dexterity	F	Use of needles, syringes, medications; typing
Kneeling	F	Moving animals; cleaning; animal capture
Crouching	F	Moving animals; cleaning; animal capture
Crawling	R	Animal capture
Bending	F	Moving animals; cleaning; storing supplies; discarding trash
Twisting	F	Moving animals; cleaning; storing supplies; discarding trash
Climbing	F	Ascending and descending multiple flights of stairs
Balancing	C	Animal handling
Vision	C	Reading, writing, animal observation, animal examination
Hearing	C	Staff, volunteer, and customer communication; animal observation

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Talking	C	Staff, volunteer, and customer communication
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	
11 V, ALIT' AND SAFETY			EN VIRONNIFNTA I, 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							

0) 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

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**NON-PHYSICAL DEMANDS:**

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)