



## CALHOUN COUNTY, ALABAMA

### JOB DESCRIPTION

#### **Boarding Technician**

**Department:** Animal Control

**Reports to:** Shelter Manager / Animal Control Director

**Class:** FLSA Non-Exempt

**Pay:** Range 5, Hire \$14.69 an hour

**WORK HOURS:** Scheduled work will be performed Monday – Sunday.

**Please send resumes to:** [hr@calhouncounty.org](mailto:hr@calhouncounty.org) or apply in person in the Commission Office located:

**1702 Noble Street, Suite 103 Anniston, AL 36201**

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

#### **JOB SUMMARY**

The Boarding Technician is responsible for providing high-quality care to all animals housed within the facility. This position ensures the health, comfort, and safety of pets through proper feeding, cleaning, monitoring, and handling. The Boarding Technician supports daily operations by maintaining exceptional sanitation standards and assisting with animal welfare and facility upkeep in accordance with company policies and procedures.

#### **ESSENTIAL FUNCTIONS**

The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

- Provide daily care for all boarded animals, including feeding, watering, walking, and cleaning enclosures.
- Maintain a clean, sanitary, and organized kennel environment always.
- Observe animals closely for signs of illness, distress, or behavioral changes, and report findings to management.
- Assist with bathing and other basic grooming or hygiene tasks as needed.

- Ensure proper labeling and storage of food, medication, and personal belongings for each animal.
- Follow established procedures for the administration of medications and special dietary needs (as directed).
- Maintain accurate records of feeding, medications, and care activities.
- Assist with the intake and discharge of animals, ensuring accurate client communication and documentation.
- Handle animals safely and humanely, adhering to company policies and animal welfare standards.
- Support cross-departmental needs, including daycare or grooming operations, as assigned.
- Comply with all health, safety, and biosecurity protocols to maintain a safe environment for staff and animals.
- Perform other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Minimum of 6 months to 1 year of experience in kennel operations, animal sheltering, or veterinary support preferred.
- Strong animal handling skills and understanding of basic animal behavior and care.
- Ability to perform physically demanding work, including lifting up to 65 lbs., standing for long periods, and working in a fast-paced environment.
- Excellent attention to detail and commitment to cleanliness and safety standards.
- Reliable, punctual, and able to work weekends and holidays as needed.
- Professional communication and teamwork skills.
- High school diploma or equivalent required; additional training in animal care or veterinary assistance is a plus.
- Must possess a valid driver's license

### **ESSENTIAL ABILITIES**

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs. or less unassisted and weights over 65 lbs. with assistance. Employees must be able to maneuver in tight places such as climb ladders, step over obstacles, step on and off machinery, etc. Employees may be exposed to hazardous materials.