



## CALHOUN COUNTY, ALABAMA JOB DESCRIPTION

### **KENNEL TECHNICIAN**

**Department:** Calhoun County Animal Control

**Reports to:** Animal Control Director

**Class:** Non-Civil Service; FLSA – Non-Exempt

**Pay:** Range 9, hire

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted

### **JOB SUMMARY**

Kennel Technicians are responsible for the daily care of all animals at the Calhoun County Animal Control Facility. This position conducts proper cleaning and disinfecting of all rooms to provide a healthy environment for the animals in our care. The Kennel team provides our animals with love, compassion, daily exercise and enrichment.

**Note:** This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

### **ESSENTIAL FUNCTIONS**

**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 a reasonable accommodation.

- To thoroughly clean and disinfect all animal holding rooms on a daily basis.
- Responsible for daily feeding and monitoring eating habits of all animals.
- To observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Report signs of illness, disease, injury or unusual activity to Animal Control Director.
- To utilize animal handling skills to provide a safe and friendly environment for the animals at.
- To groom and provide tender loving to all animals.
- Exercise all eligible dogs and to provide animal enrichment.
- Perform needed cleaning and maintenance of all equipment and tools used in job assignments.
- Properly stock and organize all animal holding rooms.
- Make sure cages and animals are properly numbered and identified throughout the computer systems.
- Wash and dry towels and blankets.
- Wash and sterilize water and food bowls.
- Patrol shelter grounds daily, picking up any trash and stool material.
- Maintain equipment used to complete job assignments and keeping such equipment and tools in good working condition. Notifying management at to major repairs needed or new equipment

necessary to adequately complete assignments. Keep equipment and tools put away in proper storage areas and ensure they are properly labeled according to specified room.

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

- Educational background; High school diploma or equivalent.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Excellent customer service skills
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills; interpersonal skills.
- Relationship management; ability to be persuasive and provide.
- Ability to create and foster a collaborative team environment.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong analytical, problem solving and reasoning ability.
- Ability to take direction, follow instructions accurately and accept constructive criticism.
- General knowledge of animal health and welfare.
- Experience with animal handling and behavior.
- Prior animal shelter experience.

### **PHYSICAL DEMANDS**

The work requires considerable and strenuous physical exertion such as frequent cleaning, lifting heavy objects over 50 lbs., crouching, or crawling.

### **WORK ENVIRONMENT**

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions.