



CLASS SPECIFICATION

Class Title: Lead Shelter Technician
Department: Animal Care and Control
FLSA: Non-exempt

Class Code: 6665
Grade: 12
Eff. Date: 5/31/2023

GENERAL PURPOSE

Under general supervision and direction of the Shelter Services Supervisor, performs lead worker duties in coordinating and monitoring the work assignments of Shelter Technicians and provides for the general welfare, medical care and treatment of animals at Animal Care of Davis County.

EXAMPLE OF DUTIES

Acts in the absence of the Shelter Services Supervisor. Provides general oversight of the employees responsible for day-to-day operations of the shelter, including cleaning/sanitizing of the facility and proper processing of animals. Monitors safety protocols, customer service standards and County policies and procedures. Provides input to the Shelter Services Supervisor in creating and implementing policies and procedures for assigned work areas.

Provides feedback to the Shelter Services Supervisor for employee evaluations; assists in training new employees on kennel safety, animal behavior, health examinations, vaccinations, cleaning and disinfecting procedures, shelter protocol and procedures. Assists in work assignments for Shelter Technicians and monitors the daily workflow of the shelter.

Ensures cleanliness of the shelter is maintained, including kennel area, runs, treatment area and outside grounds. Maintains a sanitary, healthy environment for the animals with the use of disinfectants and cleaning equipment in accordance with shelter policies, procedures and practices. Monitors and maintains kennel inventory including food, cleaning supplies, laundry supplies, etc.

Processes animal intakes received from the public as well as brought in by animal control officers. Follows intake protocols and maintains proper flow of animals. Feeds and waters animals.

Administers animal vaccinations; performs humane euthanasia of dogs, cats, and other animals in accordance with Shelter policies, procedures and practices; maintains euthanasia equipment and supplies including the safe and accurate use and recording of controlled substances in accordance with applicable state and federal laws; ensures drugs are properly logged, stored and secured.

Checks animal impound cards and identification records for accuracy. Meets and assists people who visit the shelter; provides information to the public; answers questions and helps resolve problems; receives and responds to complaints. Assists the public when viewing animals in kennels for adoption, looking for a lost pet, reclaiming a lost pet, or dropping off an animal to the shelter. Provides courteous and professional customer service. Shows empathy and compassion to the public.

Assists with the preparation of animals for off-site adoption events. Conducts playgroups for dogs in the adoption program. Works with state and local partners and assists with the placement of animals.

Creates and maintains shelter records on computer systems; may perform a variety of clerical duties such as typing, filing, emailing and answering phones. Works with the public, volunteers and transfer partners processing animals at the front desk as needed.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus two (2) years of progressively responsible experience as a Shelter Technician; an acceptable combination of related education and experience may be considered.

2. Special Qualifications:

Preference given for Veterinarian Technician certification.

Must possess or obtain (within six months of hire date) a current certification for humane euthanasia (or one that is transferable).

Must pass a criminal history background investigation as required by the position.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and safe animal handling techniques.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign and monitor the work of others; work weekdays, evenings, weekends and holidays; effectively work with large and small animals; restrain animals of various sizes; work around animal matter; properly use cleaning and disinfecting solutions; perform euthanasia; maintain accurate records; lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; follow written and oral instructions, communicate effectively (verbally and in writing); maintain effective working relationships with supervisors, employees, other agencies, and the general public.

WORKING CONDITIONS

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials; use strength and agility while working with active animals. Presents a professional appearance to the public at all times.



CLASS SPECIFICATION

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***