



CLASS SPECIFICATION

Class Title: Shelter Technician I
Department: Animal Control

Class Code: 663
Eff. Date: 5/30/11
Grade: 9
Revised: 02/10/14

GENERAL PURPOSE

Under close supervision and direction from the Shelter Services Supervisor, performs working level duties in providing for the care and treatment and for the general welfare of animals at the Davis County Animal Shelter.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Works with and around all types of animals and animal matter in enclosed areas. Performs kenneling of dogs and cats delivered to the shelter; maintains physical control of both large and small dogs and feral cats by using a catchpole, squeeze trap, and other restraint devices.

Provides food and water for animals; grooms and bathes animals for adoptions; provides other necessary care for animals housed at the shelter. Administers medications, as directed by the Shelter Veterinarian, to animals recovering from injuries and/or surgeries; administers vaccinations; maintains records.

Cleans animal cages, kennels, traps and transport carriers; assists in daily routine cleaning.

Performs and assists daily with euthanasia and disposal of animals of various sizes.

Meets and assists visitors who come to the shelter; provides information to the public; answers questions and helps resolve problems; receives and responds to citizen complaints.

Works with the public, volunteers, and rescues to intake and outtake animals at the front desk as needed.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent. Preference for experience or training in animal science or animal care.

2. Special Qualifications:

Must possess or obtain (within six months of hire date) a valid Euthanasia Certification from an authorized entity.

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

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Working knowledge of: departmental practices, procedures and policies; safe and humane animal handling and animal behavior; methods used in treating sick and injured animals; animal care practices and techniques.

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

Ability to: identify animal breeds; work weekdays, evenings, weekends and holidays; euthanize and dispose of animals; lift heavy objects and animals up to 100 lbs.; handle and work effectively with animals of various sizes; use necessary cleaning chemicals to clean and disinfect cages, kennels, carriers, etc.; use tools and equipment common in the use animal control; work rotating Saturday and Sundays; work independently on routine assignments; maintain effective working relationships with supervisors, other employees, other agencies, animal owners and the general public; follow written and oral instructions; communicate effectively (orally and in writing).