



CLASS SPECIFICATION

Class Title: Shelter Technician II
Department: Animal Care and Control

Class Code: 665
Eff. Date: 3/1/85
Grade: 11
Revised: 02/10/14

GENERAL PURPOSE

Under general supervision and direction from the Shelter Services Supervisor, performs working level duties in providing for the medical 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.)

Evaluates all incoming animals; provides emergency medical treatment and care for sick and injured animals delivered to the shelter; determines appropriate conditions for feeding and holding of animals; monitors health of animals held in quarantine; identifies animals suitable for adoption.

Feeds and waters animals; maintains food supply inventory records; grooms animals for adoptions. Helps prevent animal diseases in the shelter by promoting a sanitary, healthy environment; maintains cleanliness of animal cages and building in assigned areas. Uses disinfectants and cleaning equipment in accordance with Shelter policies, procedures and practices.

Administers animal vaccinations that can be given legally by someone without a license; 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 stored and secured.

Checks animal impound cards and identification records for accuracy. Assists public in locating lost pets by notifying known owners of animal's impoundment, and providing information on necessary procedures to retrieve pet.

Performs temperament testing for placement of animals in the adoption program; helps in preparing animals for off-site adoption events; conducts playgroups for dogs in the adoption program. Works with state and local accredited rescue groups and assists with placement of animals. Takes pictures of animals in the adoption program and posts pictures on websites such as Pet Harbor and Facebook; creates and makes kennel cards.

Assists Veterinarian with surgery. Assists with: dispensing medication, sterilizing instruments, preparing animals for pre- and post-surgery procedures, monitoring dogs during surgery, ordering supplies for surgery center, and maintaining accurate records.

Meets and assists people who visit the shelter; provides information to the public; answers questions

and helps resolve problems; receives and responds to citizen complaints.

Contacts local retailers for pet care donations; maintains records and inventory of all donations.

Creates and maintains shelter records on computer; may perform a variety of office duties such as typing, filing, bookkeeping, and answering phones. 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) plus one (1) year of full-time employment in veterinary science or animal care; 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 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: methods and drugs used in treating sick and injured animals; safe and humane animal handling and animal behavior; animal care 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: 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



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(verbally and in writing); maintain effective working relationships with supervisors, employees, other agencies, and the general public.