

Tremonton City

Job Description

Job Title:	Animal Shelter Technician	
Department:	Tremonton/Garland Police Department	
Location:	125 South 100 West, Tremonton Utah	
Pay Level:	B-1	
Physical Demands: Category V – “Safety” as per the Pre-Employment Evaluation Program		
Employment Status Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive On Call <input checked="" type="checkbox"/> Public Safety Independent Contractor	Employment Classification Full-time <input checked="" type="checkbox"/> Part-time Part-time Recreation Temporary/Emergency Firefighter/EMT Benefits Contract	Required Equipment City Vehicle Cell Phone Pager <input checked="" type="checkbox"/> Personal Protective Equip.

Job Summary

Performs routine and technical services relating to the maintenance, upkeep, and improvements of the shelter; health, welfare, care and wellbeing of animals at the shelter; responds to citizen complaints.

Supervision

Given: None

Received: Police Sergeant

Essential Duties

- Assures welfare and care of animals within the shelter.
- Feeds and waters animals within the shelter.
- Meets established standards during all shelter operations.
- Cleans office area and facility environs.
- Uses high pressure was equipment as needed to hose out animal pens.
- Applies approved cleaning agents as needed to clean kennels, isolation area, and cattery.
- Mops floors, disinfects kennel areas in accordance with proper disease control requirements.
- Receives animals brought into the shelter, assigns holding areas, and maintains accurate records of shelter population.

- Assists the public in locating lost pets and redeeming animals from the shelter including notifying known owners of their animal's impoundment and providing assistance in filling out forms and applications.
- Answers public questions and provides information on animal tracking, disease prevention, and medical treatment for animals at the animal shelter.
- Maintains shelter equipment and repairs minor damage caused by normal use of the facility.
- Checks animal impound tickets and identification records for accuracy.
- Examines the health of all animals impounded and notifies supervisor of animals that are sick, injured, require isolation, or need medical attention.
- Maintains and monitors all records of the division as needed to document impounding of animals and collection of fees, fines, etc.
- Assures proper reimbursement for services, time and materials.
- Prepares annual report describing animal control operations at shelter.
- Performs as animal control clerk.
- Redeems, impounds, and adopts animals by collecting and receipting the required fees, maintains records of the same.
- Assesses the condition of ill or injured animals.
- Participate in dog licensing clinics, determine and collect license fees.
- Keeps records and files of redemption, sales, licenses, etc. and delivers money to the City.
- Responds to citizen complaints, answers questions and inquiries via phone and radio.
- Other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Accepted animal control practices and procedures related to apprehension, containment, and related functions.
- Animal handling methods.
- Administrative practices.
- Federal, State, and local regulations governing animal control programs.
- Public relations principles, methods, practices and procedures.
- Interpersonal communication methods.
- Computerized management information system.
- Personal computer and various applications for work processing.
- Data management and spreadsheet operations.
- The political realities and complexities of local government and the interrelationships of various statutory offices.
- Local traffic laws, basic traffic safety, basic first aid.
- Operation of traffic signalization equipment and semaphores.

Skills in:

- Record keeping and report writing.
- Use of specialized animal control equipment.
- Basic interpersonal communication skills.

Ability to:

- Deal effectively with stress related to public safety employment and animal control.
- Maintain accurate records.
- Be firm and courteous with the public.
- Develop effective working relationships with supervisors, fellow employees, and the public.
- Use discretion and good judgment.
- Follow written and verbal instruction.
- Operate a two-way radio.
- Understand common radio code.
- Learn quickly the laws, ordinances, and regulations governing animal control.
- Work in an environment where exposure to all weather conditions would be expected in the performance of the job as well as exposure to dangerous animals.
- Perform moderate amounts of physical labor.
- Communicate effectively, verbally and in writing.

Physical Demands

- Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling, reaching, and controlling large or small animals.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving.
- Common eye, hand, finger dexterity required to perform essential functions.

Working Conditions

- Functions of the position generally performed in a controlled environment but subject to all seasonal and weather extremes.
- Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment.

Education & Experience

- A high school diploma or equivalent is required.
- One (1) year of general work experience preferably in a field related to above duties.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.
- Preference may be given for certification through the National Animal Control Association and Utah Humane Society in the use and application of various animal control equipment.

Special Requirements

- A one year probationary period is a prerequisite to this position.
- Must possess a valid Utah driver's license.
- Regular and reliable attendance.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass ongoing drug testing associated with public safety positions.
- Successful completion of pre-employment physical is required.

- Successful completion of criminal background check is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.