

**FAIRFIELD COUNTY**

**JOB TITLE: ANIMAL KENNEL ATTENDANT  
ANIMAL CONTROL DEPARTMENT**

**SPECIFIC STATEMENT OF JOB**

Under regular supervision maintains a sanitary and safe facility for lost, unwanted and/or abandoned animal in the County. Follows specific guidelines, procedures, and policies in feeding and caring for the animals and cleaning of facility. Assists with shelter operations and maintenance to maintain public safety and welfare. Reports to the Animal Control Officer.

**ESSENTIAL JOB FUNCTIONS**

Conducts regular walk through inspections of the facility. Maintains general shelter maintenance and janitorial functions; cleans and sanitizes kennels, check for sickness and injury of caged animals.

Rinses kennels with hose pipe.

Feeds animals, mixes and prepares foods. Provides animals with food and water to maintain optimal health.

Feeds quarantined animals and adoptee animals.

Administers medicines to animals as needed.

Performs housekeeping kennel duties such as clean cages, changes litter boxes, changes toys, change out feeding and water pans. Washes dishes, pans, trays, etc.

Sweep and mop floors.

Wash laundry, dry and fold items properly.

**Non-essential duties**

Runs errands as needed.

Fills in for office coordinator; files papers, maintains journal logs, etc.

Picks up animals from traps as needed.

Transports animals to clinics for spaying and neutering.

Assists Animal Control officers with medications; euthanizations, etc.

Receives and responds to public inquiries, requests for assistance and complaints regarding department

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services and procedures. Forwards calls to appropriate personnel.

Performs general clerical work as required, including preparing reports and records, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

Receives and records monies received by the shelter.

Receives and reviews complaints, case files, trap requests, adoption applications, veterinary records, lost and found animal reports, etc.

Prepares and/or processes animal redemption / adoption forms, daily court sheets, warnings, case files, complaint forms, and other records, reports, memos and correspondence.

Refers to policy and procedure manuals, safety manual, laws, codes, ordinances, directories, maps, etc.

Operates a vehicle and a variety of equipment such as a telephone, two-way radio, copier, etc.

Uses clerical supplies, hand tools, safety gear, restraining devices, catch pole, traps, animal care / medical supplies, cleaning supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, animal owners, law violators, veterinary staff, and the general public.

### **NON-ESSENTIAL JOB FUNCTIONS**

Performs related duties as required.

### **EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS**

Requires a high school diploma or GED equivalent supplemented by six to nine months of animal care or related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess euthanasia certification within one year of employment. Must possess a valid state driver's license.

### **ADA REQUISITES**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (up to 100 pounds). While performing enforcement work, must be able to defend one's self from attack / assault and to restrain animals of varying weights.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes receiving direction from supervisor.

**Language Ability:** Requires ability to read a variety of law books, maps, policy and procedure manuals, animal care / veterinary care manuals, etc. Requires the ability to prepare reports, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including code enforcement, law enforcement, animal care, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, animal capture equipment and other special equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, animal capture equipment, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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### PERFORMANCE INDICATORS

**Knowledge of Job:** Has knowledge of pertinent federal, state and local laws, regulations, codes, ordinances and guidelines; County policies and procedures; various breeds of dogs, cats and other domestic animals, including livestock; principles of licensing, disposing of animals; methods of animal collection and impoundment; normal and abnormal animal behavior, and symptoms of animal abuse; types of equipment, materials and specialty items used in animal control procedures; code / law enforcement methods and procedures; investigative methods; principles and practices of record-keeping; modern office practices and technology; basic arithmetic. Has the ability to work under unpleasant conditions. Knows how to react quickly and calmly in emergency situations; apprehend and control animals of varying sizes and weights. Knows how to plan, organize and prioritize daily assignments and work activities; analyze problems that arise in the areas of responsibility and recommend solutions; learn and utilize new skills and information to improve job performance and efficiency; communicate effectively both orally and in writing; prepare required reports and records with accuracy and in a timely manner; establish and maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation; perform required calculations with accuracy; work under stressful conditions; deal with sensitive situations with tact and diplomacy; deal courteously, yet firmly and effectively with the public in enforcement situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and

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maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated. Maintains a clean and orderly work place.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**