

**Animal Care Technician Supervisor
(Class Code No. 4313)**

TASK LIST

Shelter Maintenance and Animal Care

1. Cleans kennel areas such as cages, grounds, walkways, refrigeration room, euthanasia room, wildlife area, and pasture areas using hose, disinfected sponge, broom, mop, potty scoop, rake, shovel, brush, soap, and water in order to maintain a clean place for the animals to eat and sleep and to keep City property suitable for the visiting public.
2. Cleans animal rescue vehicles using disinfected sponge, brush, soap, and water in order to provide a clean place for the animals to be transported.
3. Fills feeders with prepared dry food and water for animals such as dogs, cats, possums, raccoons, chickens, donkeys, and/or exotic animals such as snakes and exotics birds in order to ensure availability of food.
4. Properly uses lead rope and animal control device (ACD) pole to guide animals such as aggressive dogs, under socialized cats, and wildlife and exotic animals, when necessary, in order to place them into proper cages.
5. Properly uses lead rope, animal control device (ACD) and Barrier Boards to separate and restrain fighting dogs in order to ensure safety of both dogs.
6. Manually lifts and moves cages, animals, and animal carcasses in order to place them into proper cages or to dispose of them.
7. Manually restrains animal with arms and proper restraint devices, including proper muzzling techniques, in order to treat wounds, injuries, and ailments or to euthanize animals.
8. Authorizes redemption of impounded animal by signing kennel card after observing animal's reaction to owner and viewing proof of ownership such as license, bill of sale, and identifying marks as provided by owner in order to return animal to rightful owner.

Inspects grounds and animals

9. Visually identifies animals by breed, sex, size, age, temperament, and health in order to ensure proper care, safety, maintenance, and classification of animals were documented by Animal Care Technicians.
10. Visually inspects animal for forms of identification such as tags, bands, and tattoos or scans for microchip using a scanner in order to obtain information about the possible owner.

11. Maintains inventory of animals in the shelter by counting animals and assessing the kennel environment based on space constraints in order to reduce over population and to determine the animals' length of stay.
12. Maintains inventory of supplies in the shelter such as food, cleaning supplies, and office supplies by signing items out and having a tally balance in order to upkeep appropriate stock levels and ordering supplies when necessary.
13. Visually inspects animals for signs of medical health problems such as mucus in the nose and eyes and blood in stools for symptoms of parvovirus and distemper and alerts the Medical staff of any problem in order to care for unhealthy animals.

Communicates with supervisors, peers, animals, and public

14. Provides verbal and written information pertaining to animal shelter facility, laws, ordinances, and regulations relating to the impounding, redemption, purchasing, licensing, care, and disposition of animals in order to inform the public of set laws and ensure the well-being of the animal.
15. Guides shelter tours for council members, commissioners, media, and the public in order to answer any questions they may have concerning animals and the animal shelter.
16. Reads and communicates bulletins to Animal Care Technicians on updated animal care policies and programs in order to keep informed of current animal care center standard operating procedures.
17. Reads Animal Impound card which indicates temperament, length of stay, availability, and condition of animal before handling animal, in order to determine where to place the animal.
18. Reviews and signs kennel card which authorizes euthanizing of animals based on available space in order to euthanize animals and to provide a record of who authorized euthanizing.
19. Visually inspects kennel area for cleanliness, animals in cage for compatibility, and food and water contents for suitability in order to ensure that animal care technicians performed work satisfactorily and to ensure the well-being of the animals.
20. Assigns work either verbally or in writing to Animal Care Technicians such as daily work assignments in order to ensure completion of the assignments and to maintain the operations of the shelter.

21. Properly retrieves and reviews information on a computer such as owner's name and address of animals with traceable identification, and if the animal was a stray, injured, or sick on arrival in order to locate owner or to assure animals are properly handled.
22. Talks to arrestees at prison, and/or calls lawyers or executors of estate on phone in order to determine the next of kin of a person who has been arrested or killed who will care for the impounded animal.
23. Demonstrates and explains work procedures such as handling and cleaning of animals, dealing with the public, and safety in order to train new employees.
24. Calls or e-mails citizens who have registered complaints against employees in order to investigate the problem and to ask if citizen would like to fill out a complaint form.
25. Conducts and generates work orders to other City agencies for needs such as fumigation, repairs, and refrigeration in order to assure shelter is maintained and functions properly.
26. Documents all occasions of poor performance and abuses of policies and counsels employee in order to modify behavior and follow City disciplinary policy.
27. Fills out employee performance evaluations based on observed job performance in order to provide feedback to employee and to comply with City policy.
28. Writes short reports such as evaluations of animals, commendations of employees, and work reports to the Director in order to document information.