

**ANIMAL CARE TECHNICIAN (4310)
TASK LIST 2019**

Shelter Maintenance and Animal Care

1. Cleans kennel areas such as cages/kennels, grounds, walkways, refrigeration rooms, euthanasia rooms, wildlife areas and pasture areas using hoses, paper towels, brooms, mops, potty scoops, rakes, shovel, brushes, soap, and water in order to maintain a sanitary place for animals to eat and sleep and to keep City property suitable for the visiting public.
2. Washes soiled laundry, food bowls, and water bowls, using soap, water, and disinfectants, in order to maintain a clean environment for animals to be housed.
3. Cleans animal control vehicles using disinfectants, brushes, soap and water in order to provide a clean place for animals to be transported to shelters, veterinary clinics, and offsite events.
4. Fills food bowls with prepared food and water for animals such as, but not limited to, dogs, cats, livestock, indigenous wildlife, and/or exotic pets in order to ensure availability of food.
5. Uses lead rope, Animal Control Device (ACD) pole, and other animal restraint equipment to guide aggressive animals such as aggressive dogs, fractious cats, exotics and wildlife in order to place them into the proper cages.
6. Uses lead rope, Animal Control Device (ACD) pole, barrier board, and other restraint, equipment to separate and restrain dogs fighting in order to ensure safety of both dogs and staff.
7. Manually lifts cages, animals, and animal carcasses in order to place them into proper cages or to dispose of them.
8. Manually restrains animals in order to treat wounds, injuries, and ailments or to euthanize animals.
9. Assists medical staff in the removal of heads of dead animals suspected of having rabies by holding the animal while the procedure is conducted, in order for lab analysis to be performed by the Health Department.
10. Reads kennel card to determine proper diet is administered and handles animal accordingly in order to assess the situation and protect oneself and others from injuries.

Inspects grounds and animals

11. Visually identifies animals by breed, sex, size, age, temperament, and health, photographs animals, and inputs information into the computer system in order to ensure proper care, safety, and classification of animals.
12. Visually inspects animal for forms of identification such as tags, bands, and tattoos, as well as scans the animal for microchips, in order to obtain information about the owner and animal.
13. Visually inspects grounds and performs routine security checks for unauthorized persons in the shelter after shelter hours and for unauthorized removal of animals by unauthorized persons in order to maintain safety of the animals and to prevent public incidents.
14. Writes descriptions of each of the duties and security checks performed and the times each of the duties were performed, in order to provide his or her supervisor with information on work performed and events occurring during his or her absence.
15. Reads and initials bulletins on updated animal regulations, inter-departmental memos, and work schedules, in order to be informed about the current shelter regulations.
16. Visually inspects kennel area for cleanliness, animals in cage for compatibility, and food and water contents for suitability in order to ensure a sanitary and safe environment for the animals.

Communicates with supervisors, peers, and the public

17. Verbally provides information pertaining to animal shelter facility, laws, ordinances, and regulations relating to the impounding, redemption, purchasing, licensing, care, and disposition of animals on a one-to-one basis in order to answer any questions the public may have concerning animals and animal shelters.
18. Assigns work either verbally or in writing to other Animal Care Technicians, when asked by their supervisor, in order to ensure completion of daily kennel activities.

Miscellaneous

19. Documents mileage and maintains sufficient fuel levels in City vehicles, by visually inspecting the vehicle's dashboard, in order to ensure the vehicle is well maintained for Animal Care Technicians to use when needed.

20. Drives City vehicles such as cars, vans, and animal collection vehicles to make animal pickups in order to transport animals such as dogs, cats, wildlife, and large livestock to shelters and other facilities or events.