

PLACER COUNTY
September 1995
Revised December 1995

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Revised October 2006

~~KENNEL ATTENDANT~~

ANIMAL CARE TECHNICIAN (unofficial title for ~ the past 5 years)

DISTINGUISHING CHARACTERISTICS

ANIMAL CARE TECHNICIAN I: This is the entry level class in the Animal Care Technician series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

ANIMAL CARE TECHNICIAN II: This is the full journey level class within the Animal Care Technician series. This class is distinguished from the Animal Care Technician I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

ANIMAL CARE TECHNICIAN I

Receives immediate supervision from the Animal Care Supervisor and may receive technical and functional supervision from other staff members.

ANIMAL CARE TECHNICIAN II

Receives general supervision from the Animal Care Supervisor and may receive technical and functional supervision from other staff members.

DEFINITION

~~To feed and care for animals housed by the County in the kennel or cattery; and to maintain facilities in a clean and sanitary condition.~~

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Supervising Animal Control Officer, and technical and functional supervision from other animal control staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

- Maintain ~~the kennel and cattery~~ **all animal areas** in a clean, sanitary and safe condition; clean and disinfect **animal enclosures; kennels and cages; provide animals with proper nutrition** feed and water animals; **provide first aid to wounded animals. seek veterinary treatment for sick or injured animals.**
- Maintain **accurate** records on special feed instructions for animals needing unique care; ~~clean and disinfect quarantine areas;~~ take in stray and owner released animals from the public and **complete** ~~provide~~ appropriate records; **properly dispose of** ~~handle~~ dead and decomposing animal carcasses.
- Assist the public in difficult situations, including **loss of pet(s), requests for euthanasia on severely injured, seriously ill, or vicious animals.**
- Perform euthanasia procedures to ensure safe and humane **end-of-life** treatment; perform chemical restraint procedures as necessary.
- Receive, **scan for identification, classify and vaccinate when indicated** ~~and~~ **classify** animals delivered to the shelter.
- Assist the public in redemption and adoption of animals **housed at the shelter.**
- **Maintain mandatory recordkeeping to aid in owner redemption** ~~review records~~ for lost and found animals and attempt to help the public locate their lost animal.
- **Work together with shelter volunteers. Refer issues immediately to the Animal Care Supervisor.** ~~Oversee volunteer involvement at the shelter, in the kennels and cattery; teach basic animal attendant skills.~~
- Oversee the work performed by trustees from the County Jail assigned to the **shelter. kennels and cattery.**
- Oversee the ordering of supplies needed for operation of the animal housing areas; make recommendations to **the Animal Care Supervisor.**
- **Draw blood from dogs and cats to perform tests such as FeLV/FIV and Heartworm disease.**
- Administer ~~lethal~~ **euthanasia** drugs to animals; properly measure and store drugs and maintain appropriate records.
- Build and maintain positive working relationships with coworkers, other County employees and the public using principles of good customer service.
- **Interact with the public in a professional and knowledgeable manner to maintain public confidence and public safety.**
- **Learn to recognize symptoms of rabies and animal diseases; restrain and isolate animals suspected of having bitten individuals or of having rabies, or of having been exposed to a wild animal suspected of having rabies.**
- **Monitor animals for signs of illness. Report findings to Animal Care Supervisor or veterinarian.**
- **Work with non-profit 501(c)3 placement partners to end euthanasia of adoptable and treatable animals.**

- Promote spay and neuter programs to reduce pet overpopulation.
- Provide exercise and environmental stimulation to sheltered animals.
- Provide adoption counseling on animal care and behavior to the public at large.
- Match appropriate shelter animals with adopters to enable successful, long-term relationships.
- Under written or verbal orders of the shelter veterinarian or Animal Care Supervisor, provide medical treatment to designated animals.
- Treat all animals in your care with kindness.
- Work evenings, weekends and holidays when necessary or as assigned.
- Operate and perform minor maintenance on equipment used in the kennels including but not limited to, washer, dryer, dishwasher, lawn care equipment, catch poles and traps.
- Assess animal behavior and make recommendations for disposition.
- Under direct supervision, properly log and prepare animals suspected of rabies or other pandemic concerns for lab analysis as directed by Public Health Officer.
- Provide adoption counseling on animal care and behavior to the public at large.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- • Various dog **and cat** breeds and breed characteristics in order to properly classify and **house animals** ~~age dogs~~ to avoid errors in identification and maintain safety of **both staff and all** animals.

Ability to:

- • Work with the public during tense and emotional situations; calm hostile and emotionally distraught individuals; demonstrate tact, courtesy, patience and sound judgment.
- • Relay information to the public on program and departmental policies, procedures, and services.
- • Learn procedures and terminology associated with **animal husbandry**. ~~kennel and cattery operations.~~
- • Instruct and review the work of trustees involved in maintaining the shelter facility.
- • Learn to apply state and local laws, rules and regulations relating to the **public's responsibility to keep animals, and the responsibility of a public agency to shelter animals, shelter,** including special conditions for quarantined animals, **and animals in protective custody.**
- • Properly feed animals and ~~notice~~ **observe for** symptoms of illness **or injury.**

- • Hold live animals and inject a euthanizing drug into the animal in the most humane manner possible; properly measure drugs into hypodermic syringes for chemical restraint and euthanasia. **Confirm end-of-life for the animal.**
- • Maintain **accurate** records and files.
- • Establish and maintain effective working relationships with those contacted in the course of work.
- • On a continuous basis, know and understand all aspects of animal control operations; intermittently analyze work papers, reports and special projects; problem solve ~~kennel or cattery~~ **animal** situations; and explain animal control related laws to the public.
- • On an intermittent basis, sit at desk or in vehicle; walk and stand during field activities; bend, squat, kneel or twist while working in field or kennel operations; perform simple and power grasping, pushing, pulling and finer manipulation; and lift very heavy weight.

Experience and Training

- • Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No experience is required. Some experience handling **exotic pets, livestock, wildlife**, dogs and cats under stressful and traumatic conditions is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

- • Possession of, or ability to obtain prior to completion of the probationary period, a certificate in euthanasia procedures.

ANIMAL CARE TECHNICIAN II

In addition to the qualifications for Animal Care Technician I:

Knowledge of:

- • **Applicable Placer County policies and regulations.**

Ability to:

- • Analyze situations quickly and objectively and determine proper course of actions.
- • Communicate clearly and concisely, both orally and in writing.
- May act in a lead capacity in the absence of the Animal Care Supervisor.
- Properly log and prepare animals suspected of rabies or other pandemic concerns for lab analysis as directed by Public Health Officer.

Experience and Training

- • Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience performing duties similar to those of a Animal Care Technician I with Placer County.

Training:

Successful completion of the experience requirement is proof of sufficient training for this class.