

## **CITY OF SALINAS**

### **ANIMAL CARE TECHNICIAN**

#### **BARGAINING UNIT/CLASS CODE:**

**SMEA / O29**

#### **DEFINITION**

Under direct supervision, maintain the shelter in a thoroughly clean and sanitary manner and provide sheltered animals with humane care and attention.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents must be willing to patiently handle animals that may be frightened, fractious and/or injured in addition to performing a full range of cleaning maintenance of kennel area. Positions in this class work under immediate supervision while learning to perform the full range of duties. Incumbents must also be willing to euthanize and dispose of animals in accordance with procedures.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Animal Services Manager direct supervision from the Animal Services Supervisor. May at times exercise functional supervision over other employees, volunteers or temporary personnel.

#### **ESSENTIAL FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Receives and checks in impounded animals, feeds and cares for sheltered animals in accordance with procedures. Cleans, disinfects and maintains various animals quarters, accompanying areas, supplies and equipment in sanitary condition. Works with the public and processes animals for adoption. Places animals in appropriate kenneling area and quarantines animals in accordance with procedures. Feeds and observes animals daily as to their health and well being; reports any problems. Provides special care when advised of animals requiring medication, treatment and/or special needs. Euthanizes and disposes of animals in accordance with procedures. Maintains records on the disposition of animals. Properly identify all animals and maintain paper work. May assist with office and clerical duties as assigned. Promote and maintain safety in the workplace. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to use hand tools, write, use telephone, equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone and be heard and clearly understood in conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and on a two-way radio; physical agility to maneuver animals weighing up to 100 pounds several times a day, push/pull, squat, twist, turn, bend, stoop and reach overhead to attend to animals, pushing/pulling of animal cages and equipment and supplies, reaching in all directions and prolonged periods of time; no severe allergic reactions to animals; and physical mobility sufficient to stand, walk on wet and uneven surfaces, and/or run in pursuit of animals on uneven surfaces, physical strength to lift up to 100 lbs several times per day; physical stamina sufficient to stand and walk for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Working environment includes daily contact with various types of animals, exposure to animal wastes, animal bites and various cleaning and disinfecting chemicals. Work under adverse conditions such as heat, cold, rain; work scheduled and emergency overtime, as needed; report for duty in an emergency. Physical mobility sufficient to move about the work environment and in the field.

**CITY OF SALINAS  
ANIMAL CARE TECHNICIAN (continued)**

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

Animal breeds, nutrition, general care, and handling. Laws, ordinances, rules and regulations governing the impounding, releasing or euthanasia of animals. Policies, procedures and techniques in assisting the public. Safety principles, practices and procedures associated with animal handling. Cleaning procedures and appropriate cleaning agents, supplies and equipment.

**Ability to:**

Handle scared, injured, ill and/or aggressive animals. Properly care for and handle different breeds and species of animals. Follow quarantine and infection control procedures. Exercise good judgment while working under pressure. Communicate clearly and concisely, orally and in writing. Understand and carry out oral and written directions. Work cooperatively with others. Assist the public in a polite and tactful manner. Maintain an efficient record keeping system. Observe and report needs for maintenance or supplies. Apply good judgment in recognizing scope of authority and in referring problems to others. Lift 50 pounds from ground to waist. Work irregular hours, holidays and weekends. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

**Skills to:**

Euthanize animals pursuant to prescribe methods, and in a humane manner.

**License or Certificate:**

Obtain Certificate of Completion of Euthanasia by Injection within six (6) months of appointment.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade and one year experience handling or caring for animals preferred.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 4-99, REV: 02-06**