

**Job Title: ANIMAL CARE TECHNICIANS**

**Reports to: ANIMAL CARE MANAGER, ASSISTANT ANIMAL CARE MANAGER, SHELTER OPERATIONS MANAGER**

**FLSA Classification: NON-EXEMPT**

**Date Drafted: MARCH 2020**

## POSITION SUMMARY

Animal Care Technicians are responsible for assisting the Animal Care Technicians and Animal Care managers in their daily job duties. This includes keeping Volunteer Rooms clean, organized, and well stocked.

## POSITION RESPONSIBILITIES - ESSENTIAL

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- To thoroughly clean and disinfect all animal holding rooms on a daily basis.
- Responsible for daily feeding and monitoring eating habits of all animals.
- To observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Report signs of illness, disease, injury or unusual activity to HP technicians/veterinarians.
- To distribute weekly Hill Science Diet food and cleaning supplies between all three buildings (AC, MC and HP).
- To utilize animal handling skills to provide a safe and friendly environment for the animals at GHS.
- To groom and provide tender loving to all animals.
- Pull animals for their spay/neuter surgery (Monday-Friday).
- Exercise all eligible dogs and to provide animal enrichment.
- Perform needed cleaning and maintenance of all equipment and tools used in job assignments.
- Properly stock and organize all animal holding rooms and volunteer work rooms.
- Make sure cages and animals are properly numbered and identified throughout the shelter.
- Wash and dry towels and blankets.
- Wash and sterilize water and food bowls.
- Patrol shelter grounds daily, picking up any trash and stool material.
- Maintain equipment used to complete job assignments and keeping such equipment and tools in good working condition. Notifying management at to major repairs needed or new equipment necessary to adequately complete assignments. Keep equipment and tools put away in proper storage areas and ensure they are properly labeled according to specified room.
- Communication between all departments in regards to animal placement, spay/neuter surgeries and overall animal health and well-being.

## ESSENTIAL SKILLS AND EXPERIENCE

- Educational background—High school diploma or equivalent.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Excellent customer service skills
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills; interpersonal skills.
- Relationship management-- ability to be persuasive and provide leadership to subordinates.
- Ability to create and foster a collaborative team environment.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.

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- Strong analytical, problem solving and reasoning ability.
- Ability to take direction, follow instructions accurately and accept constructive criticism.

### BENEFICIAL SKILLS AND EXPERIENCE

- General knowledge of animal health and welfare.
- Experience with animal handling and behavior.
- Prior animal shelter experience.

### REPORTING RELATIONSHIPS

**Reports to: ANIMAL CARE MANAGER, ASSISTANT ANIMAL CARE MANAGER, SHELTER OPERATIONS MANAGER**

### KEY MEASURES

- Overall health of animals
- Facility cleanliness
- Teamwork
- Time Management
- Decision Making
- Accountability

### ORGANIZATIONAL COMPETENCIES

<b>Transparency and Integrity</b>	Behaves consistently across situations and ensures that words and actions are aligned. Admits mistakes and accepts responsibility.
<b>Decision-Making</b>	Seeks to discover the root causes of problems, rather than addressing symptoms. Avoids over or under analyzing problems/issues. Makes decisions by weighing multiple factors, some of which may not fully defined. Considers the risks and consequences of action and/or decisions.
<b>Teamwork and Collaboration</b>	Builds and maintains routine business relationships with peers and others inside and outside of the organization. Adds value to the team environment and interacts with a positive attitude.
<b>Innovation</b>	Respectfully challenges the status quo by analyzing the strengths and weaknesses of current approaches. Modifies and adapts current methods and approaches to better meet needs.

### MENTAL & PHYSICAL DEMANDS - ADA GUIDELINES

#### Physical Demands

Stand	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

