

JOB DESCRIPTION: KENNEL ATTENDANT

Class No.: 1301

Department: Sheriff's Office

Position No. 637-

EEOC Category: Protective Services

Pay Group:

FLSA: Non-Exempt

SUMMARY OF POSITION

Under the direct supervision of the Animal Control Supervisor, is responsible for daily shelter upkeep and cleaning, animal treatment and care.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Animal Control Supervisor.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include, but are not limited to, the following:

- Daily cleaning and feeding of all animals at the Guadalupe County Shelter. This will be done in accordance with instructions provided by the Animal Control Supervisor, and those required by State laws and guidelines.
- Assures animals receive food and water, bathing and grooming as needed, and provides humane handling when animals need to be moved.
- Updates, edits and corrects data files on animals in kennels. Maintains accurate records and accesses information related to animal files, supply inventories, pharmaceutical use data, and animal inventory.
- Must be available for shift and on-call work schedules, which will include some weekends and some holidays.
- All other duties as assigned by the Animal Control Supervisor, and or the Guadalupe County Sheriff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Knowledge and experience in domestic animals, wildlife and livestock helpful.

Skill/Ability to: Must be able to handle animals safely and effectively. Must be able to communicate effectively both with co-workers and with the general public. Must be able to operate a variety of tools, capture equipment, and related gear used for capturing and securing animals. Must be able to work independently in the absence of supervision; must be able to work in a safety conscious environment and to follow & promote food safety practices; learn, understand, and apply pertinent laws, rules, and regulations.

High school diploma or GED. Experience in Animal Control or related field preferred but not required. Must have valid Texas Driver's License and be insurable by the Guadalupe County insurance provider in order to operate County vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in outside weather conditions, sometimes for prolonged periods, works with cleaning agents; Clorox, soap and disinfectant. The employee will occasionally work in precarious places and will frequently be exposed to dangerous animals. There will also occasionally be the risk of exposure to blood-borne pathogens and/or other various hazards that will require immunization against such exposure. The employee must be able to regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 150 pounds. May also have to reach, stretch, squat or bend. Exposed to loud barking from kenneled dogs.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Kennel Attendant**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.