

**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Animal Caregiver	<b>PAY GRADE:</b> 1
<b>DEPARTMENT/OFFICE:</b> Sheriff's	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Veterinarian	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>BARGAINING UNIT:</b> Blue Collar	<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<b>APPROVED:</b> <u><i>Tricki Ausk for Todd Harrison</i></u> <u>5/31/13</u> <i>Department Head/Elected Official</i> <i>Date</i>	<u><i>J. Macquieen</i></u> <u>5/3/13</u> <i>Human Resources Director</i> <i>Date</i>

**I. PURPOSE SUMMARY.** Under close supervision of the assigned supervisor, is responsible for providing safe humane handling and attentive care of court-held animals at all times and maintains clean and healthy environment for the animals.

**II. ESSENTIAL DUTIES.**

1. Responsible for thorough cleaning of all animal areas, including inside and outside runs, flooring, dishes, bedding and for proper disposal of waste and other trash around the kennel areas.
2. Responsible for feeding and watering of all animals, providing special diets as directed.
3. Picks up and restocks supplies and food as needed following established procedures.
4. Performs basic grooming, medical treatments as directed, and walking of the animals on leashes following established schedules.
5. Identifies potential medical issues and brings to the immediate attention of the supervisor.
6. Maintains daily maintenance log.
7. Performs repairs to kennel facility and surrounding areas including light carpentry work.
8. Utilizes a County vehicle from the station to and from the facility to perform duties.

**III. ADDITIONAL DUTIES.**

1. Clears weeds and other debris as needed to keep areas safe and neat.
2. Performs other related duties as assigned

**IV. QUALIFICATIONS.**

**A. Education.** High School Diploma or equivalent is preferred.

**B. Experience.** A minimum of six (6) months experience in the care and handling of kenneled animals is preferred.

**C. Education/Experience substitution.** In accordance with County Policy.

**D. Licenses/Certifications.** Valid Class D driver's license is required.

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background Check and driver's license check.

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of:

- Humane animal handling, care and treatment of animals.
- Behavioral and health characteristics of animals.

Skilled in:

- Correctly and humanely applying a variety of animal handling techniques to restrain.
- Safely using a variety of tools to clean areas, including hand tools.

Ability to:

- Make sound decisions in accordance with existing law, regulations and policies.
- Accurately and legibly post updates to maintenance log and other written reports.
- Handle sensitive and confidential matters and situations.
- Interpret information accurately and make decisions from a variety of sources accurately.
- Comprehend and make inferences from material written in the English language.
- Organize and coordinate tasks according to established guidelines.

2. **FREEDOM TO ACT.** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. **GUIDELINES AND JUDGMENT.** Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes. The employee is expected to keep information about the animals confidential as the animals are court-held evidence.

4. **PHYSICAL DEMANDS.** Moderately heavy physical demands. Approximately 90% of the day is spent at the animal areas moving around within the facility and 10% of the day is spent filling out reports and logs and driving to/from facility to main station. Lifting and moving up to 50 pounds handling supplies, food, water, tools frequently. Frequent bending, stooping and reaching above shoulder height. Some flexibility to structure daily activities between sitting, standing, and walking. Position involves multi-tasking, working extended hours as needed.

5. **WORK ENVIRONMENT.** Essential duties are performed outdoors the majority of the time under various weather conditions. Work surfaces will frequently change from concrete, asphalt, and dry or wet natural ground. Employee is often exposed to foul odors and to loud noise levels. Employee is exposed to dangerous situations and/or vicious animals when cleaning animal areas.

6. **SUPERVISORY RESPONSIBILITY.** Responsible for own work.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

\_\_\_\_\_ *Employee*

\_\_\_\_\_ *Date*

**Revised 05/13**