



TOWN OF JACKSON JOB DESCRIPTION

JOB TITLE: Animal Shelter Kennel Technician	LAST UPDATED: 2007
PAY BAND: 1	FLSA STATUS: Non-exempt
DEPARTMENT: Police	SUPERVISOR: Animal Shelter Manager

Job Purpose: Performs cage and kennel cleaning, and provides basic care for the animals housed at Town of Jackson/Teton County Animal Shelter. Assists with administrative and customer service responsibilities, as needed.

Supervision: Works under daily and specific direction of Animal Shelter Manager.

Supervision Exercised: Has no supervisory responsibilities.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Cleans cat cages, dog kennels, work areas, food and water containers, maintains animal shelter(including the grounds and equipment), and observes appropriate daily sanitary protocol.

Cleans, feeds, and provides water and necessary medical treatment for domestic and non-domestic animals.

Observes animal behavior and health at Shelter and reports and documents unusual behavior and/or circumstances.

Maintains safe and effective work environment and complies with animal shelter procedures, policies, rules, and regulations.

Provides customer service as needed.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing the skill and knowledge for successful job performance is required. Typical qualifications include:

- Experience concerning the care and feeding of domestic animals (personal pet care may be considered qualifying based on level of experience).

Job-Specific Knowledge, Skills, and Abilities:

- Knowledge of, and ability to understand, standard food measurements.
- Skilled in operation of equipment and tools listed below.
- Skilled in interpersonal communication and interaction.
- Ability to work effectively and efficiently with cleaning products and tools.

- Ability to understand proper sanitization techniques and apply them to the cleaning and maintenance of a municipal animal shelter environment.
- Ability to recognize sick or injured animals and notify proper authority.
- Ability to comprehend and execute verbal and written instruction.
- Ability to work independently and without supervision.
- Ability to recognize need for, and use, animal restraint equipment when necessary.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.

- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Special Requirements:

None.

Equipment and Tools Used:

- Animal capture/restraint equipment and supplies, first aid equipment, telephone, fax machine, and other business/office equipment, power washer, clothes washer and dryer, snow blower, shovel, and cleaning tools, equipment, and supplies.

Physical Requirements:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently stands, walks, sees, hears, and speaks. Employee frequently lifts and carries up to 50 pounds, pushes and/or pulls up to 50 pounds, stoops, kneels, and bends, and reaches and works with arms extended at shoulder height lifting up to 20 pounds. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls.

Employee is exposed to moderate levels of balancing, crouching, twisting, and reaching, and working with hands above shoulder height lifting up to 20 pounds.

Employee interacts, at times, with excited, nervous, energetic, confused, deranged, injured, ill, vicious, and angry animals.

Employee occasionally sits, climbs, and/or crawls.

Specific vision requirements for this job include frequent use of peripheral vision, moderate exposure to low light conditions, conditions requiring the use of near and far vision, conditions requiring the ability to adjust focus, and occasional exposure to bright light conditions. Hand-eye coordination is necessary to operate equipment and machinery.

Specific auditory (hearing) requirements for this position include frequent exposure to constant noise and barking dogs, moderate exposure to intermittent noise and noise generated from a power washer, occasional exposure to noise generated in a normal office environment, and the ability to distinguish between telephone, voice, and other tones and signals.

Mental Requirements:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently reads, comprehends, and executes verbal and written, simple and complicated instructions and reads work orders and schedules. Employee frequently works alone, works without supervision, and works on several tasks at the same time.

Employee is exposed to moderate levels of reading and observing instruments, gauges, and dials to determine operating status, counting and making simple arithmetic additions and subtractions and operating equipment requiring specialized knowledge of process.

Employee occasionally identifies and lists production data including quantities and pressures, computes and calculates amounts of additives, test results, etc., uses measuring devices (tapes, gauges, rules, and weight scales), uses non-power tools, and operates a snow blower. Employee works as a member of a team.

Working Conditions:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently works inside. Employee is frequently exposed to humidity or dampness, fumes, odors, mists, and dirt. Employee is frequently exposed to the risk of zoonotic disease and other diseases of known and unknown origin and the risk of animal attack.

Employee is exposed to moderate levels of extreme heat and cold with or without temperature changes, wet conditions with or without temperature changes, dusts, oil and grease, limited ventilation, and cramped quarters.

Employee occasionally performs work outside. Employee is occasionally exposed to blood borne pathogens, animal body fluids and tissue. The employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from animal shelter to off-site locations. Other individuals occasionally expose employee to the threat of direct or indirect violence/conflict.

**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
Supervisor Personnel Director

Effective Date: _____ Revision History: _____