



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Animal Care Specialist
 DEPARTMENT/DIVISION: Environmental Services/Animal Services
 REPORTS TO: Animal Services Division Manager

SUMMARY: Responsible for performing activities related to caring for sheltered animals including maintaining shelters, isolation and quarantine areas; assisting in locating lost pets; monitoring animals' disposition; giving vaccinations; and, performing euthanasia. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Cleans and maintains the animal shelter, which includes: pressure washing kennels utilizing specialized cleaning chemicals; identifying diseases and other health conditions; handling aggressive, feral, injured, and other animals; and/or, performing other related activities.
- Assists the public in locating lost pets and adopting new pets. Works with the general public and rescue/humane organizations to re-home animals from the shelter to permanent homes. Evaluates temperament, health, and general adoptability of animals to ensure a safe and lasting adoption, which includes working with wildlife rehabilitators for the successful rehabilitation of injured or orphaned wildlife.
- Assists in euthanizing animals, following established guidelines and procedures.
- Assists office staff in coordinating calls for service by dispatching officers, answering telephones, and assisting walk-in customers.
- Monitors and maintains department inventory and supplies in accordance with departmental procedures. Recommends the ordering of supplies and inventory when appropriate.
- Photographs animals for inclusion on the animal adoption website. Responds to inquiries from the general public regarding animals included on the website.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of common animal and zoonotic diseases.
- Knowledge of animal behavior.
- Knowledge of animal breeds.
- Knowledge of sedatives utilized on animals.
- Knowledge of applicable laws, rules, regulations, and procedures.
- Knowledge of basic animal anatomy.
- Knowledge of proper cleaning and sanitizing methods and procedures.
- Skilled in caring for animals.
- Skilled in identifying common animal diseases.
- Skilled in administering sedatives to animals.

- Skilled in cleaning and sanitizing animal care facilities.
- Skilled in providing customer service.
- Skilled in restraining and handling difficult animals.
- Skilled in operating a computer and related software applications.
- Skilled in communicating effectively with a variety of individuals, including good written and verbal communication skills.
- Ability to lift up to 75lbs without assistance, including loading an animal into a transport unit.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D. equivalency.
- General experience handling and restraining animals.
- 1-2 years of customer service experience.
- Ability to obtain Euthanasia Technician Certification, as required by city policy, within 6 months of employment.
- Ability to obtain State of Texas Basic Animal Control Officer Certification within 1 year of employment.
- Requires a valid Texas Driver's License

PREFERRED QUALIFICATIONS:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 100 pounds.
- Work is typically performed in both a standard office and outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters and high and precarious places.
- Potential exposure to fumes or airborne particles, infectious diseases, chemicals, and criminal suspects.
- Drive pick-up truck with animal transport equipment.
- Uses two-way radios, multi-line phone system and cellular phone.
- Frequent use of medical devices including syringes, needles, droppers, swabs and medical safety equipment.
- Administers canine and feline vaccinations, to include mixing, preparation and administer.
- Utilizes animal restraint equipment including restraint pole, snake pole, snake tongs, flexible snare, several size animal traps, injured animal transport equipment, animal muzzles, halters, livestock leads and harness.
- Uses high pressure cleaning equipment.
- Utilizes personal protective equipment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must maintain a valid Texas Driver's License.
- Must obtain Euthanasia Technician Certification, as required by city policy, within 6 months of employment.
- Must obtain State of Texas Basic Animal Control Officer Certification within 1 year of employment.