

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Animal Shelter Attendant/Animal Control Officer

Department: Animal Services

Pay Grade: 102

FLSA Status: Non-Exempt

JOB SUMMARY

The Animal Shelter Attendant/Animal Control Officer handles shelter operations and related duties in providing basic care for animals housed at the animal shelter. It also maintains a clean, disease free environment for those animals at that facility.

ESSENTIAL JOB FUNCTIONS

- Feeds and waters animals in the shelter.
- Cleans and sanitizes cages and kennels.
- Maintains shelter buildings and grounds including removal of weeds.
- Keeps accurate records of shelter animals, intake, and disposition.
- Provides basic first aid to injured animals; recognizes and decides on best course of action for sick animals; treats sick animals depending on decision; and/or euthanatizes animals, disposing of animal carcasses as needed.
- Observes and takes care of animals in Rabies Quarantine; maintains quarantine log book.
- Educates the public about responsibilities of pet ownership and informs potential adopters of related laws and ordinances.
- Sets traps to control wildlife within City limits.
- Conducts investigations into animal welfare/cruelty, bites, and nuisance cases.
- Attends court for various cases.
- Picks up mail and checks from City Hall; makes deposits as requested.
- Vaccinates and deworms animals as appropriate.
- Handles vicious animals safely.
- Handles adoptions of animals for new owners; follows up as required on spaying and neutering.
- Oversees work of temporary laborers and community service restitution workers during the week and weekends; assists volunteers.
- Assists other shelter employees and Animal Control Officers as needed such as: responding to citizen calls or emergencies; picking up strays, dangerous, or dead animals; enforcing animal control ordinances; and appearing in court on behalf of the City.

- Responds to emergency calls (dog bites, injured or aggressive animals) when placed on rotating on-call duty.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent; work experience with animals preferred; some experience with data entry and report writing preferred.

Licenses or Certifications:

- Basic Animal Control Certification (or obtain within one (1) year of employment depending on class/course availability).
- Euthanasia Certification (or obtain within one (1) year of employment depending on class/course availability).

Special Requirements:

- Ability to maintain regular, reliable in-person attendance.
- Possess and maintain a valid Texas driver's license and a good driving record.
- Pass a criminal background check.
- Available for on-call duty after hours, weekends, and holidays and responding within a timely manner.
- Available to work weekends, rotating shifts.

Knowledge, Skills and Abilities:

- Knowledge of shelter operations and duties.
- Knowledge of animal diseases and care.
- Knowledge of City laws, ordinances, department policies/procedures, and Rabies Eradication Act.
- Knowledge of animal safety procedures.
- Skill in recordkeeping of activities, log of calls, and accounts of altercations.
- Skill in communicating with others, both verbally and in writing.
- Skill in organizing.
- Skill in writing clear and concise messages and writing reports/correspondence.
- Skill in performing basic math computations including addition, subtraction, multiplication, and division.
- Ability to interpret related regulations.
- Ability to work with others.
- Ability to develop outside resources for adoption and rescue purposes.
- Ability to care and advocate for animals.
- Ability to observe and analyze situations to determine temperament of animals.
- Ability to euthanatize animals as needed.
- Ability to analyze situations and solve problems.
- Ability to perform data entry.
- Ability to write reports.
- Ability to maintain records and logs.

- Ability to work with and direct volunteers and other assigned employees.
- Ability to scoop dog and cat feces and clean out cat litter boxes.
- Ability to work weekends and holidays as needed.
- Ability to handle irate or distressed individuals and make attempts to calm them.
- Ability to assist field Animal Control Officers.
- Ability to establish working relationships with volunteers, other City staff, and other agencies.

PHYSICAL DEMANDS

The work is heavy work. The employee is constantly required to move objects applying up to 20 pounds of force; frequently required to apply 30 pounds of force to move objects; and occasionally required to exert up to 100 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

O	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crawling: Moving about on hands, knees, or hands and feet.
F	• Crouching: Bending the body downward and forward by bending leg and spine.
O	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
F	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
F	• Hearing 2: Receiving detailed information; making discrimination in sound.
F	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
F	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
O	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
F	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
F	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
F	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	• Reaching: Extending hand(s) and arm(s) in any direction.
F	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
F	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
F	• Standing: Being erect particularly for sustained periods of time.
F	• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.

O	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
O	• Talking 2: Shouting to be heard above ambient noise.
F	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
O	• Visual Acuity 2: Verifying color, depth perception, or field of vision.
F	• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
O	• Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.
O	• Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
F	• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is frequently performed outside with exposure to cold, heat, and humidity; has frequent risk of physical injury from wild or mean animals; exposure to traffic as work is sometimes performed in the middle of the street; experiences frequent vibration from riding in a truck; exposed to noise in shelter from barking dogs; handles occasional threats from agitated individuals; and is exposed to other chemical substances used at animal shelters such as Clorox or cleaning supplies, Dursban, lime, and other pest control chemicals.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date