

Animal Control Tech
Beginning Pay Rate: \$14.16
Job Title: Department: FLSA: Animal Facility Technician

Job Grade: Not Listed. Safety Sensitive Job: Yes; Security Sensitive Job: No and is subject to a pre-employment drug test and random drug screens.

Reports to: Animal Facility Manager; no subordinate staff.

Other Internal Contacts: Police Departments

External Contacts: General Public; Veterinarians; Talladega County; Rescue Groups in the US/Canada; Alabama Rescue Relay; Law Enforcement; Public Health; Community, School, and Civic Groups; Volunteers, and Game Warden.

JOB SUMMARY: Under the supervision of the Animal Facility Manager, the employee performs duties related to the care of animals housed in the animal facility, cleaning the facility, and feeding and watering the animals. The employee responds to nuisance and stray animal calls and removes dead animals from the road way; assists in receiving animals, surrenders, and adoption processes. The job also requires positive customer relation skills.

ESSENTIAL FUNCTIONS: Care of Animals. Fosters the care of animals by feeding, administering treatments and medications, and coordinating veterinarian visits. **(1)** Ability to work independently with minimal supervision and manage time effectively to handle multiple projects, receives animals into the facility; **(2)** Ensures all facility animals receive appropriate humane care and treatment; **(3)** Feed, water, and ensure living spaces are clean; **(4)** Examines, recognizes and follows up on basic healthcare concerns/problems relative to the animals; **(5)** Schedules animals to be seen by a veterinarian as directed; schedules animals for surgical and treatment procedures as directed; **(6)** Administers treatments, vaccinations, and medications to animals and transports animals; **(6)** Performs capture and containment of animals to alleviate public threat or nuisance and provides the services in accordance with laws and ordinances; **(7)** Receives calls regarding nuisance and stray animals, takes pictures of animals, conditions of neglect, abuse for identification and documentation; **(8)** Drives to locate animals and captures animals, using specialized tools as indicated; **(9)** Contacts law enforcement, the health department, or other resources, as needed; **(10)** Sets humane traps, as needed; **(11)** Removes dead animals from the road and right of way and disposes of dead animals in accordance with laws; **(12)** Wears and utilizes personal protective equipment (PPE); **(13)** Performs maintenance in order to ensure effective and safe operations of the facility by cleaning the facility and sanitizing equipment; **(14)** Communicates with the general public; **(15)** Inventories supplies, unloads, organizes and stocks supplies and must have the ability to lift heavy animals and large bags of dog food; **(21)** Answers phones and directs calls and assists and trains new employees and volunteers; **(22)** Maintains communication with the facility manager and colleagues by addressing and resolving routine problems; refers difficult situations to the Manager; **(23)** Assists with animal adoption paperwork and documents payments for adoptions and donations; securing funds nightly; and assists with animal surrenders; **(24)** Promotes spay and neuter programs; **(25)** Maintains daily logs in electronic and hardcopy form; **(26)** Assists with euthanasia to ensure safe and humane treatment by Identifying selected, qualified animals for euthanasia; **(27)** Disposes of diseased animals according to established methods and enters information into the log identifying the euthanized animals; maintains a well-organized and sanitary work environment. **Employee must possess the following skills:** Ability to effectively communicate with officials, employees, and the general public; ability to create and maintain reports; count money, measure and prepare medications; reading skills to interpret laws, directions, ordinances, and codes; skills in solving problems for self and others; skills and abilities in effectively managing difficult situations and highly emotional people/

MINIMUM QUALIFICATIONS: A high school diploma or GED, must be 21 years of age, and previous work experience with animals; certification as a Certified Euthanasia Technician (CET); current certification is preferred or ability to complete certification within eighteen (18) months of employment. Possess a current and valid driver's license and be insurable. Ability to be on emergency call 24/7 during assigned rotations; must be able to respond to emergency calls within thirty (30) minutes when on call. Ability to travel over-night to attend meetings and training programs.

NOTE: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive.

Job Description Prepared: June 2017