

CITY OF CROWLEY ANIMAL CONTROL TECH

Pay Grade: 107

FLSA: Non-Exempt

Pay Range: \$14.78 - \$21.70

JOB SUMMARY

Performs animal care tasks and shelter upkeep to maintain a clean and disease-free facility for impounded animals, provides customer service to citizens, and assists with pet adoptions under the direction of the Animal Control Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties not listed below. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Perform cleaning tasks that include but are not limited to disinfecting kennels, litter boxes, small animal cages, reptile enclosures, animal control facility, indoor/outdoor runs, dishes, and laundry.
- Provide animal care from intake to disposition, including feeding, watering, medicating, and bathing.
- Remove trash from the facility to the dumpster and assist with the disposal of deceased animals, including cleaning and disinfecting deep freezers.
- Responsible for safely handling, exercising, and socializing animals in the shelter.
- Monitoring the front desk when necessary, including answering calls and taking messages.
- Facilitates the adoption process by bringing animals out for customers to visit to help them find the most suitable pet.
- Reliable attendance and open availability.
- Perform other duties as assigned by management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of or ability to learn operations and services of an animal control program.
- Knowledge of or ability to learn methods and techniques of animal control.
- Knowledge of or ability to learn pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of or ability to learn principles and practices of animal behavior and care.
- Knowledge of or ability to learn about animal diseases and illnesses.
- Knowledge of or ability to learn principles and procedures of animal handling, quarantine, euthanasia, and disposal.
- Ability to set up and break down Adoption/Vaccine events.
- Skill in organization, attention to detail, multitasking, and customer service.
- Respond to requests and inquiries from the general public.
- Ability to communicate effectively, oral and written, with citizens and other employees.
- Work independently in the absence of supervision.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS

- Work indoors, outdoors, in confined spaces, on level, slippery, sloping, unstable, and muddy terrain.
- Exposure to adverse environmental conditions including inclement weather, fume, dust/mist, noxious odors, chemicals, solid waste substances, animal feces, urine, saliva, and animal blood.
- Exposure to insects, noxious plants, reptiles, assorted wildlife, and vicious animals and livestock.

TOOLS AND EQUIPMENT USED

- City vehicle, restraint poles, humane traps, leashes, muzzles, cat grabbers, nets, carriers, kennels/cages, various types of gloves, syringes/needles, blades, sharps containers, animal wash station, scale, and general office equipment including computers, phones, and other electronics.

DESCRIPTION OF PHYSICAL DEMANDS

- Cleaning of shelter and premises, assisting in unloading and loading animals, and euthanizing animals.
- Lifting animals of varying sizes (up to 100 lbs.) onto exam tables, city vehicles, or bathing tubs.
- Unloading and putting away bags of food, feed, and other supplies up to 60 lbs.
- Must be able to crouch, crawl, climb, kneel, run, twist, and walk for long periods.

EDUCATION, EXPERIENCE, AND CERTIFICATION

- High School Diploma or GED.
- Must possess a Valid Class C Texas Driver's License.
- Must be able to pass a background check and drug screen.