



KENNEL TECHNICIAN

DEFINITION

Under general supervision, clean and sanitize kennels, cages, and other animal shelter areas and facilities. Provide food, water, care, and humane treatment to all impounded animals. Handle ill, injured, and potentially vicious/aggressive animals. Assist Animal Services staff with medicating, vaccinating, treatments, and euthanasia as trained, certified, and/or directed. Assists with animal adoption and licensing.

SUPERVISION EXERCISED

Receives technical and functional direction and training from the Animal Services Manager and direct or general supervision from other Animal Services staff. No supervision of staff is exercised.

EXAMPLES OF ESSENTIAL DUTIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities may include, but are not limited to, the following:

Examine captured animals for illness or injury; transport sick or injured animals to a veterinarian for medical treatment.

Clean and maintain kennels, litter boxes, animal holding areas, examination rooms, or animal loading or unloading facilities to control the spread of disease.

Quarantine animals that are known or suspected of inflicting an animal bite on a person; provide follow-up contact to ascertain if the animal is showing any signs of sickness or rabies

Maintain extensive physical and electronic records of the number of animals taken to an animal control shelter, the breed and sex of the animal impounded, the location where the animal was captured, the deposition of injured animals, and a number of citations issued; prepare necessary reports.

Maintain effective and productive working relationships with fellow Animal Services staff, volunteers, animal rescue/welfare groups, other City departments, and outside agencies to promote and increase animal adoptions.

Feed and water animals according to schedules. Disinfect all food and water bowls.

Prepare feed for animals according to specific instructions, such as diet lists or schedules.

Feed and care for impounded animals; transfer animals between pens; clean, disinfect, and maintain sanitary conditions of all ground and facilities at the animal shelter such as kennels, cages, runs, vehicles, and equipment.

Perform routine maintenance and minor repairs of facilities and equipment at the animal shelter.

Bath and prepare animals that are being made available for placement; release animals using approved methods.

Examine animals to detect behavioral changes or clinical symptoms that could indicate illness or injury.

Dust, spray, or bathe animals to control insect pests.

Provide emergency first aid to sick or injured animals.

Walk through the kennel areas checking each animal individually for any abnormal behavior or activity such as vomiting, diarrhea, or blood in the cage or run.

Remove and dispose of dead animals.

Advise supervisors and/or managers of unusual circumstances or questionable conditions in the area of responsibility.

Dispatch calls for Animal Services personnel working outside of Animal Services facilities, as well as calls for Police and Code Enforcement Officer assistance.

Prepare examination or treatment rooms by stocking them with appropriate supplies.

Assist with prepping and restraining animals for vaccination or euthanasia.

Perform and provide assistance with the euthanasia of animals and disposal of corpses.

Assist other animal services personnel, as needed.

Exercise animals or provide them with companionship.

Perform office reception duties such as scheduling appointments or helping customers/members of the public. Perform various auxiliary tasks including office reception duties, such as scheduling appointments or helping customers, and clerical tasks such as screening calls, assisting visitors, processing licenses and adoptions, and providing general information to other City departments, outside agencies, and the public.

Collect fees and issue receipts for licenses and other animal services.

Perform public speaking presentations concerning animal control services and answer questions related to the care and treatment of animals.

Operate and maintain department vehicles.

This position may require working on weekends, holidays and after-hours

Perform related duties and responsibilities as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic methods of animal collection, care, and disposal.

State and Federal laws and local ordinances relating to licensing, impounding, care, treatment, and disposal of animals.

Techniques and procedures for the safe, humane, and efficient handling of animals; various breeds of animals and their care and feeding.



Care and feeding of domestic and wild animals.

Causes and symptoms of common animal diseases and illnesses.

Administration of vaccinations and euthanasia.

Occupational hazards and standard safety practices necessary in the area of animal capture and control.

Principles and procedures of record keeping and basic mathematical principles.

Principles of basic report preparation.

Techniques used in public relations.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Ability and Skill to:

Operate modern office equipment including computer equipment.

Operate necessary tools and devices to capture animals.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including animal control and protection laws and regulations.

Learn and use of various methods of communication, including the use of two-way radios, to communicate with Animal Services personnel, as well as other City departmental personnel.

Learn general animal diseases to help determine the proper disposition for an animal.

Determine the proper action to take when confronting animals who are agitated, vicious, frightened, or injured.

Perform routine cleaning and care for animals.

Act quickly and calmly in emergencies.

Prepare and maintain accurate and complete records.

Meet and deal tactfully and effectively with the public.

Work independently in the absence of direct or general supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Learn various techniques for the safe and humane destruction of animals, such as lethal injection.

Conduct or assist with the euthanization of dangerous, sick, or unsavable animals, as required.



Handle sick, injured, dangerous, or dead animals and decomposing animal carcasses safely and humanely.

Work in the animal services facility and in the field, as necessary.

Work shifts, weekends, holidays, and alternative schedules.

QUALIFICATIONS

An equivalent combination of training and experience that would provide the required knowledge, skills, and abilities may be considered. A typical way to obtain the required qualifications can be a combination of the following:

EDUCATION/TRAINING:

High school diploma or general education diploma (GED) and one (1) year of experience in the care and handling of animals.

EXPERIENCE:

Two (2) years of varied clerical support experience preferably involving animal services or services involving the public.

OR: any combination of education/training and experience that would provide the required knowledge, skills and abilities.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

Possession of, or ability to obtain, an Animal Control Officer I (ACO I) certification within one (1) year of appointment.

Possession of, or ability to obtain, an Euthanasia by Injection (EBI) Certificate, is preferred.

ESSENTIAL JOB FUNCTIONS/A.D.A.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT:

Work is performed primarily in an office, kennel, and field environment; exposure to a variety of domestic and wild animals; exposure to infectious animal diseases, animal wastes, animal bites, allergens, moderate to loud noise levels, and extreme and/or inclement weather conditions including wet, hot, cold, wind, snow, and ice; exposure to cleaning chemicals, fumes, dust, and air contaminants requiring the use of personal protective equipment (PPE); incumbents may be required to work extended hours including evenings, weekends, and holidays. Employees may interact with staff and/or the public in a variety of emotional states during the course of conducting Animal Services duties.

PHYSICAL:

Primary functions require sufficient physical ability and mobility to travel, either walking, running, or utilizing a motorized vehicle, to various locations to pick up and dispose of animals; exert physical strength when handling animals and livestock; potential exposure to blood-borne pathogens while using hypodermic needles on the animal;



Kennel Technician Job Classification

July 2024

Page 5 of 4

animal scratches and bites; exposure to fumes, pungent odors, gases, chemical, pollens, and other airborne irritants. to stand or sit for prolonged periods of time; to occasionally stoop, bend, squat, kneel, crouch, reach, step up/down, jump, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight in order to perform necessary job functions; to operate office equipment including use of a computer keyboard; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short-term basis in order to provide job enrichment opportunities or to address emergency situations.

