



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Lead Kennel Attendant Full Time	Opening Date: September 11, 2017	Application Deadline: Open Until Filled	Job #: 17129
Department: Animal Services	Starting Salary: \$15.50-\$16.50/hour	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the supervision of the Shelter Manager, this position is responsible for maintaining a safe and sanitary facility for animals and people, and provides humane handling and care for all shelter animals. Assures all animal's nutritional, housing, and basic medical needs are met on a daily basis. Assists the public when admitting and adopting animals and promotes responsible pet ownership in conversations with clients and visitors. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Must have the ability to be certified as an Animal Control Officer in the State of Texas within 12 months of employment.

General Knowledge, Skills, and Abilities: Must possess knowledge of various animal species, breeds, ages, and sizes; requires knowledge of the basic methods & procedures of kennel cleaning and maintenance. Must have the ability to handle animals safely and effectively, including using specialized equipment related to animal capture and restraint. Must be able to recognize and identify signs of animal illnesses, diseases, and injuries. Must be able to lift and load equipment, supplies and other heavy objects or animals; ability to properly quarantine animals when rabies is a potential factor; ability to perform euthanasia and dispose of the remains in accordance with existing laws and regulations. Must possess the ability to effectively interact with co-workers and the public, and maintain strong communication and customer service skills. Must be able to maintain the confidentiality of the Department at all times.

Minimum Qualifications:

Some knowledge and experience in handling, identifying, and caring for animals. High School Diploma or equivalent. Must possess a valid driver's license and acceptable driving record;

Must be able to work flexible schedules which will include weekends, and holidays.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<http://www.co.bastrop.tx.us/upload/page/0062/docs/BastropCountyJobApp.pdf> Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Animal Shelter Lead Kennel Attendant

Department: Animal Control

FLSA Status: Non-Exempt

Reports To: BCAC Shelter Manager

SUMMARY: Under the supervision of the Shelter Manager, this position is responsible for maintaining a safe and sanitary facility for animals and people, and provides humane handling and care for all shelter animals. Assures all animal's nutritional, housing, and basic medical needs are met on a daily basis. Assists the public when admitting and adopting animals and promotes responsible pet ownership in conversations with clients and visitors. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Must have the ability to be certified as an Animal Control Officer in the State of Texas within 12 months of employment.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from Shelter Manager; is further supervised by Animal Control Director and Commissioner's Court.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Responsible for all duties related to the care of shelter animals, including cleaning of kennels, holding areas, yard areas, and general housekeeping duties inside the Shelter facility.
2. Assures that animals receive food and water, bathing and grooming as needed, and provides humane handling when animals need to be moved.
3. Observes and evaluates animals for signs of illness and reports symptoms to appropriate personnel. Humanely administers medications and/or vaccinations, and performs euthanasia according to BCAC policies and procedures.
4. Updates, edits, and corrects data files on animals in the kennels. Maintains accurate records and accesses information related to animal case files, supply inventories, pharmaceutical use data, and animal inventory.
5. Assists clients who are seeking lost pets and those who are interested in adopting. Responds to questions about specific animals and the adoption process.
6. Performs general maintenance duties to include repairs and upkeep of facility. Assists with maintaining proper inventory and restocking of supplies. Runs errands as instructed.

7. Serve as example to other kennel staff and provide guidance to them in following best practices in animal health care and facility maintenance ensuring a clean and professional environment throughout the kennel and exercise yard areas. Exercises limited supervision of shelter staff whose duties include the primary care of animals housed in the shelter kennels. Works with the Animal Control Director in order to ensure that proper standard operating procedures and protocols are being followed by staff.
8. Take key responsibility for kennels being kept up to date and correct in terms of having appropriate kennel cards on all doors and that key information is included on them. This information will include but is not limited to hold status, availability and health and behavior information.
9. Observe incoming animals for health and behavior in order to determine their best placement within the shelter kennels.
10. Observe and report on kennel space, animal health and behavior issues.
11. Works with “health” staff tasked with performing initial intake exams and ensures that animals have been scanned for microchip identification.
12. Ensures that kennel staff are exercising and enriching animals in the shelter through walks, exercise time in yards, play time and improving behavior through training to help ensure that they are knowledgeable about individual animal temperaments and improve them as adoption candidates.
13. Responsible for maintaining equipment and ensuring that it is properly used, maintained and kept in appropriate locations in all kennel and common shelter areas.
14. Ensure that volunteers that are working in the kennel do so in a safe, humane and effective way and communicating issues to appropriate staff and the volunteers themselves as necessary.
15. Assist in implementing basic training and behavior modification protocols for animals as well as handling protocols for staff and volunteers.
16. Log behavior notes for animals as needed. Ensure that medical issues are being addressed for animals in the kennels in a timely manner.
17. Attend workshops and training seminars for continued education in the field of animal care in a shelter environment. Use information learned to educate shelter staff.
18. Provide continuous feedback for supervisors to facilitate organizational growth.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Various animal species, breeds, ages, and sizes;
Basic methods and procedures of kennel cleaning and maintenance.

Ability to:

Handle animals safely and effectively, utilizing specialized equipment related to animal capture and restraint, such as nets, traps, catch poles, etc.;

Identify signs of animal illnesses, diseases, and injuries;

Perform general cleaning tasks using a variety of chemical and detergent products;

Establish and maintain effective working relationships with those contacted in the course of the job;

Perform various manual tasks for extended periods of time and in unfavorable weather conditions;

Work a schedule which may include weekends and holidays;

Perform heavy manual labor;

Operate equipment required to perform essential job functions;

Work independently in the absence of supervision;

Work in a safety-conscious environment and to follow & promote good safety practices;

Learn, understand, and apply pertinent laws, rules, and regulations;

Understand and follow verbal and written instructions;

Communicate clearly and concisely, both verbally and in writing.

Physical Demands:

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

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Working with various kinds of animals, Exposure to loud noise, Exposure to various weather Conditions, working closely with others, working outside normal business hours and in hours of Darkness; Exposure to dust, dirt, fumes, animal waste, animal diseases, parasites, etc., and airborne particles;

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time, Lifting and carrying animals and heavy materials in excess of fifty (50) pounds, Climbing, Crawling, Squatting, Kneeling, and Running, Performing heavy manual labor, working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Effective interaction and communication with others;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some knowledge and experience in handling, identifying, and caring for animals.

Education:

High School graduation or its equivalent.

Licensing:

Possession of a valid Texas driver's license.

Must be able to obtain, Basic level certification in Animal Control from the Texas Department of Health Services within twelve (12) months of employment.

***NOTE:** Requires pre-exposure rabies shot series, provided by Bastrop County, within twelve (12) months of employment*

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required. If an offer of employment is extended, applicant **MUST PASS A PRE-EMPLOYMENT PHYSICAL EXAMINATION AND DRUG SCREENING.**

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.