



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b>  <b>Animal Care Technician</b> (16 hours per week-Friday/Saturday)	<b>Opening Date:</b>  <b>February 12, 2018</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job #:</b>  <b>18109</b>
<b>Department:</b>  <b>Animal Services</b>	<b>Starting Salary:</b>  <b>\$12.50-\$13.50/hour</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** Under the supervision of the Animal Shelter Manager, this position is responsible for maintaining a safe and sanitary facility for animals and people, and providing humane handling and care for all shelter animals. Assures all animal's nutritional and housing needs are met on a daily basis. Assist with medical support and veterinary care including assisting with spay/neuter surgery and administration of medications. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Participates in performing clerical and customer service duties related to the processing of animals for impoundment, and outcomes.

**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.; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions with preference for experience in the veterinary field. High School Diploma or equivalent. Must possess a valid driver's license and acceptable driving record. Preferred: college courses in Animal Care/Husbandry.

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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/page/open/3206/60/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 Care Technician*

**Department:** Animal Shelter      **FLSA Status:** Non-Exempt

**Reports To:** BCAS Manager

**SUMMARY:** Under the supervision of the Animal Shelter Manager, this position is responsible for maintaining a safe and sanitary facility for animals and people, and providing humane handling and care for all shelter animals. Assures all animal's nutritional and housing needs are met on a daily basis. Assist with medical support and veterinary care including assisting with spay/neuter surgery and administration of medications. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Participates in performing clerical and customer service duties related to the processing of animals for impoundment, and outcomes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives close supervision from Animal Shelter Manager; is further supervised by Animal Shelter Director.

Exercises no supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Responsible for all duties related to the care of shelter animals with emphasis on the proper and state standardized cleaning of kennels, holding areas, and yard areas;
2. Assures that animals receive food and water, 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. Administer basic medications and vaccinations to animals and maintain accurate records.;
4. Transports, carries, and restrains animals for treatment or examination purposes;
5. General housekeeping duties inside the Animal Shelter facility;
6. Assists with maintaining proper inventory and restocking of supplies;
7. Accurately add data into the Animal Shelter's software system to update and maintain animal's records;

8. Assists in preparation, documentation, and transport of rabies specimens;
9. Performs and/or assists with humane euthanasia of animals when required;
10. Assists veterinarian with surgery for spay and neuter as well as other necessary medical procedures.
11. Handle controlled substances and follow all applicable laws and policies while maintaining accurate and current records.
12. Assists public when visiting the Animal Shelter;
13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
14. Maintains confidentiality and security of all case work and any additional information provided;
15. Must readily comply with departmental and county-wide policies and procedures; and
16. Performs related work duties as assigned.

**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:**

Basic methods and procedures of kennel cleaning and maintenance;  
Various animal species, breeds, ages, and sizes;  
Practices and techniques used to maintain & monitor animal wellness and health;  
Methods and techniques of custodial maintenance;  
Operational characteristics of cleaning equipment and tools;  
Proper usage of cleaning agents and custodial supplies;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Handle animals safely and effectively;  
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.; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions with preference for experience in the veterinary field.

**Education:**

High School graduation or its equivalent.  
College Courses in Animal Care/Husbandry preferred.

**Licensing:**

Possession of a valid Texas driver's license.

***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.*