

KENNEL TECHNICIAN – ANIMAL SHELTER

DEFINITION

Under general supervision, performs all functions related to animal shelter operations, animal care and intake and redemption operations including caring for impounded animals and cleaning and maintaining animal care facilities. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a part-time, entry level for the animal care worker series. Work in this class is typically structured and is performed in accordance with established procedures. While a variety of tasks may be assigned, each step usually follows a pattern which has been established and explained. This classification normally works independently and is expected to refer to the supervisor for instruction in matters which do not conform to established instruction, policy, or procedure. Incumbents in this classification could be assigned to work shifts which could include nights, weekends, and holidays.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by employees of this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are least likely essential functions for any single position in this class.

- Feeds and cares for impounded animals.
- Transfers animals between kennels and cages.
- Cleans, disinfects, and maintains sanitary conditions of all grounds and facilities at the animal shelter such as kennels, cages, runs, vehicles and equipment.
- Maintains and cleans the shelter kennels and buildings including scrubbing walls, sinks, and toilets, and picking up animal feces.
- Performs routine maintenance and minor repairs of facilities and equipment.
- Prepares animals that are being made available for placement or transfer.
- Removes and disposes of dead animals.
- Assists other animal services personnel as needed.
- Assists with prepping and restraining animals for vaccination or euthanasia.
- May supervise the work of volunteers.
- Assist in various office and shelter operations as necessary.
- Performs related duties as required.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying.

SPECIAL REQUIREMENTS:

- Possession of a valid California driver's license by time of appointment.

Knowledge of:

- Care and feeding of domestic and wild animals.
- Appropriate safety precautions and procedures.

Ability to:

- Operate standard office equipment, including a personal computer.
- Read, understand, interpret and apply laws, ordinances, policies, procedures and various materials.
- Work independently, analyze situations and exercise sound judgment.
- Follow oral and written instructions.
- Communicate effectively in written and oral form.
- Develop and maintain effective working relationships.
- Work independently with a minimal amount of supervision.
- Operate motor vehicles safely.
- Follow safe work practices, including workplace safety policies and procedures.

Physical Demands

While performing the essential functions of this position the employee is regularly required to stand, walk, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, lift and/or move up to 100 lbs; frequently exposed to fumes, odors, airborne particles, toxic or caustic substances, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

WORKING CONDITIONS

Periodic contact with angry and upset individuals. Temperature fluctuations due to both seasonal extremes and working in and outside. Independent travel throughout the area is required. Employees may be around animals that are agitated or injured, that may attempt to bite or scratch. At times, worksite could be loud from barking dogs.



The City of Porterville is an equal opportunity employer (EEO) and is compliant with the Americans with Disabilities Act (ADA). If you believe you need accommodation under the ADA in the testing process for any position for which you intend to apply, please contact the Human Resources Division at (559) 782-7441 to request such accommodation. The City prohibits discrimination on the basis of race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, Acquired Immune Deficiency (AIDS/HIV) or AIDS related conditions, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, veteran status, height, weight, or any other basis protected by law.