CITY of AZTEC
JOB DESCRIPTION

Job Title:	Animal Shelter Tech I
Department:	Animal Care And Control
Shift:	Full-Time 40 hours per week including week-ends
Pay Plan:	LEVEL 9 @ $17.07/HR
Exempt:	No
Reports To:	Director and Animal Care And Control Supervisor
General Direction From:	Director and Animal Care And Control Supervisor
Position Closes:	**OPEN UNTIL FILLED**

PURPOSE & NATURE OF JOB

Under the general direction of the Animal Care and Control Director, the Tech is responsible for the safe keeping of animal(s) which have lawfully been seized or left at the shelter. This position will work cooperatively and in conjunction with shelter volunteers and local law enforcement personnel.

ESSENTIAL DUTIES

- Report for duty at designated times and/or places in the proper attire or uniform;
- Must maintain good working relationships with the public and other animal-oriented organizations;
- Must be able to handle public contact in stressful situations;
- Answers incoming calls and provides assistance or route appropriately;
- May assist Animal Control Officers in responding to complaints concerning both domesticated and non-domesticated animals and code violations;
- Will clean and disinfect all cages and kennels including intake kennels and kennels in surgery and recovery rooms; feed, water, care for animals and will be asked to administer medication to animals, including vaccinations and maintain accurate medical records per state standards;
- Will be required to assess the health and well being (disease/illness recognition) and temperament of animals and document all pertinent information;
- Will attend to the needs of all animals;
- Will assist the public in adopting the right animal for their needs, will need to verify all information on adoption applications;
- Will be required to assist with outreach programs, educational programs and rescue;
- Must be able to deal with extreme emotional situations, and be able to handle stress and pressure;
- Shelter Tech will assist with: maintaining computer records of the disposition of all animals; removing dead animals off the roadways; assist in destroying mortally wounded animals;

euthanizing any unclaimed animal which may be a carrier of a contagious disease or have temperament issues, and euthanizing healthy adoptable animals due to lack of space;
- The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Additional duties include: keeping the grounds and office area of the shelter clean and orderly; pull weeds and water trees and plants. Keep laundry done, washing dishes (food bowls), bathing dogs as needed, loading and unloading dead animals to and from the freezer, process animals through intake in a timely manner.

RESPONSIBILITIES

Supervision:	Will supervise community service people and volunteers
Public Contact:	Some recurring routine contacts with public and/or workers in other departments.
Budget:	N/a
Other:	Responsible for collecting monies for released or adopted animals; complying with all rules and regulations of the City of Aztec. Will deal with irate citizens on a regular basis. Must maintain confidentiality in all aspects of the Animal Care and Control Department. Could be asked to respond to after hour intake calls

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education:	High School diploma or GED equivalent.
Experience:	One year Customer Service experience. Experience working in a Shelter or Veterinary Clinic
Knowledge:	Concern and care of animals.
Certificates/Licenses:	Must complete Euthanasia Certification after 1 year of employment. Various other animal related training programs.

Recertification:	Euthanasia Recertification every two years
Use of Tools and/or Equipment:	Computer, vehicle, chemical cleaning sprays, animal retention devices, pressure washer, chemical agents required for the euthanization process.

WORK ENVIRONMENT

Physical Demands:	Duties require extreme physical exertion. Will be required to load and unload dead animals, supplies for the shelter and capture or detain domestic and non-domesticated animals. Must be able to lift minimum of 80 pounds.
Hazards:	Daily exposure to hazards can include bites and/or scratches from both domestic and non-domestic animals. Daily exposure to chemical cleaning agents.
Exposures:	Contact with rabid or diseased or injured animals. Work is both inside and out with temperature factors being extreme cold and heat or extreme wet or humid with temperature changes.