



Job Title: <u>Senior Animal Services Technician</u>		Job Number: 2260
Job Classification: <u>Field / Maintenance</u>		<i>Physical Type # 6 Safety Sensitive</i>
Reports to: Animal Services Supervisor	Department: Animal Services	Pay Grade: 215 Non-Exempt

PRIMARY DUTY: Under basic supervision, provides experienced care for animals in the City animal shelter.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Cleans Animal Shelter daily, including feeding, watering and grooming animals; monitors animals for illness and disease and provides medications; euthanizes animals and processes animal carcasses.
- Provides customer assistance; maintains and updates files and assists with reports and computer entry
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Participate in animal control basic training and work in the field when necessary.
- Performs other related and assigned duties as required
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Policies, rules and regulations governing the conduct and safety of Animal Control programs.
- Basic record keeping practices and customer service standards and protocols.
- Geography, roads and landmarks of City and surrounding areas.
- Safety rules and regulations, occupational hazards and safety precautions in public facilities.

Skill in:

- Explaining federal and state rules and regulations and City ordinances, policies and procedures.
- Dealing tactfully and courteously with the public.
- Following and enforcing verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent is required; AND two years' animal care experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Euthanasia Technician certification from Texas Department of State Health Services is required within 120 days of hire.
- Basic Animal Control Officer certification is required within 1 year of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here 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 functions.

- The physical activity of this position
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Stooping - Bending body downward and forward by bending spine at the waist.
 - Kneeling - Bending legs at knee to come to a rest on knee or knees.
 - Crouching - Bending the body downward and forward by bending leg and spine.
 - Crawling - Moving about on hands and knees or hands and feet.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Standing - Particularly for sustained periods of time.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
 - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
 - Heavy work. Exerting in excess of 75 pounds of force occasionally and/or in excess of 50 pounds of force frequently and/or in excess of 20 pounds of force constantly to move objects.
 - Required physically restrain animals.
- The following personal protective equipment may be required and must be worn when required by the task being performed
 - Gloves, eye protection, face protection, aprons and proper footwear.
- The visual acuity requirements including color, depth perception and field vision.
 - The worker is required to have close visual acuity to perform an activity such as: viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines at distances close to the eyes.
- The conditions the worker will be subject to in this position
 - Work is performed primarily in an indoor setting or well-lit, temperature-controlled working environment.
 - The worker's primary role involves working with all types, sizes and temperaments of animals.
 - The worker is subject to hazards including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, exposure to high heat or exposure to chemicals.

- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: chemicals, fumes, odors, dust, mists, dander, gases, or poor ventilation.
- The worker is frequently in close quarters, crawl spaces, enclosed rooms and other areas that could cause claustrophobia.
- The worker is required to function in narrow aisles or passageways.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number