

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Kennel Technician**

DEPARTMENT: **Animal Control**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Responsible for maintaining daily shelter operations, caring for impounded animals, and providing assistance to field officers. Performs technical and clerical duties in support of the kennel.

ESSENTIAL JOB FUNCTIONS:

1. Receives and processes animals brought to the kennel for impoundment; picks up stray animals as required.
2. Redeems animals to proper owners; processes unclaimed animals for adoption. Assists members of the public searching for lost animals or seeking to adopt animals
3. Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes.
4. Feeds and waters animals daily and maintains sanitary eating and drinking conditions for animals. Procures transports, unloads and stores food supplies, disinfectants, and animal care equipment. Provides basic animal care, including bathing, feeding, and observing animal behavior; transports animals to veterinarians' offices for medical testing and treatment as necessary.
5. Assists with administration of animal medications, routine vaccinations, heartworm testing, electronic implant scanning, euthanasia, and controlled substances to animals.
6. Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. Performs repair and routine maintenance of kennels, cages, exercise pens, and other facilities.
7. Assists with preparation and shipment of animal heads for rabies laboratory testing; includes cutting and sawing through specimens and packaging for shipment.
8. Performs other routine clerical duties as required, including answering the telephone, preparing records and reports, entering and retrieving computer data, copying and filing documents.
9. Receives complaints of dogs, cats or other animals creating nuisances and notifies appropriate county personnel for investigation and response.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
11. Regular attendance. Works varied schedules, holidays, weekends and emergencies, on-call or call-back status; may work varying locations and assignments as needed to assist officers.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge sufficient to distinguish between various breeds of animals for proper identification.
- Knowledge of procedures for humane animal care, capture, and restraint.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic and wild animals.
- Ability to gain knowledge of State and County animal control ordinances, regulations and animal care procedures.
- Ability to gain knowledge of trapping, ensnaring, handling, transporting, caring for animals.
- Ability to work with the public.
- Ability to communicate tactfully and effectively with members of the general public.
- Ability to respond on scene to after hours and weekend calls within thirty (30) minutes.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to write correspondence and reports.
- Ability to effectively present information in one-on-one and small group situations, and to other employees in the organization.
- Ability to carry out detailed written or oral instructions.
- Ability to deal with animals and people under stress.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Experience in handling, trapping, ensnaring, transporting, caring and identifying domestic animals.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course.
- Must possess and maintain certification for Bite Stick, or obtain certification by taking next scheduled course.
- Must possess and maintain certification for Pepper Spray, or obtain certification by taking next scheduled course.
- Must have taken or must take Sumter County Sheriff's Office inmate training class within 3 months of hire.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying. (Up to 45 pounds)
- Distinguish colors
- Reaching
- Pulling
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Jumping
- Running

Kennel Technician

- Must be able to drive a truck.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust.
- Works on uneven, slippery surfaces and heights.
- Works with animals, including flea infested areas, dead and diseased animals.
- Works with moving objects and vehicles.
- Works in stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

10/09

FLSA Non-Exempt Status