



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 672.1

Job Title: **KENNEL ATTENDANT**

Pay Grade: 8

GENERAL SUMMARY:

Provides care for kennel animals and maintains facilities in a clean and orderly fashion.

RESPONSIBILITIES:

- Cleans and sanitizes animal holding areas, such as pens, kennels and feed containers, according to schedule.
- Assists the public in identifying and reclaiming animals.
- Prepares food and feeds animals in assigned pens.
- Reports any abnormalities in the animal's behavior or sick/injured animals to the veterinarian or the veterinarian technician.
- Assists in preparing animals for laboratory examination.
- Assists in restraining animals for euthanasia.
- Removes and prepares dead animals for disposal.
- Performs other related duties as requested.
- Assists in preparing animals for laboratory examination.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read, write, add, subtract, and follow oral and basic written instructions as might normally be acquired through 9 to 11 years of formal schooling.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information

exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Kennel Attendant

Effective Date: OCTOBER 1990

Revised Date: DECEMBER 2013