



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 672.0

Job Title: **ANIMAL CARE TECHNICIAN**

Pay Grade: 11

### **GENERAL SUMMARY:**

Provides humane care for the shelter animals and maintains facilities. Frequently uses animal control, care and management software to document activities in field, shelter and office settings.

### **RESPONSIBILITIES:**

- Cleans and disinfects kennels, wards, cages, equipment, runs and other areas of the facility. Checks and maintains supply levels; makes simple observations regarding sickness and/or injury.
- Humanely handles and kennels all animals and identifies shelter animals with appropriate tags or bands before kenneling. This includes animals which may be ill, injured, quarantined, or aggressive.
- Provides food, water and proper care for all shelter animals by adhering to schedules and protocols within departmental policy.
- Provides vaccination, micro chipping, FIV/FEV testing and treatment of all shelter animals.
- Monitors all animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; makes notations and reports problems regarding health and behavior of animals to the Animal Care Supervisor and/or Veterinary Medical services staff.
- Performs the euthanasia of animals by injecting selected animals with controlled substances, in accordance with established laws and departmental policy; disposes of the euthanized animal.
- Maintains accurate and legible case files and records for each animal in the shelter; uses a computer to input, update and access information regarding shelter animals and to produce written documents.
- Provides information and assists the public in search of lost or adoptable pets.
- May assist BARC management, the veterinary staff and other individuals in animal care, surgery or related procedures.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED.

#### **EXPERIENCE:**

One year of general work experience preferred.

**Certification:** Must obtain an Euthanasia Certification within one year of employment in job classification.

## **SPECIFICATIONS: (continued)**

### **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.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. 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 primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

### **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:**

Animal Care Technician  
Senior Animal Care Technician  
Shelter Supervisor

*Effective Date: December 2013*

*Revised: November 2021*