



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 672.2

Job Title: **SENIOR ANIMAL CARE TECHNICIAN**

Pay Grade: 15

GENERAL SUMMARY:

Leads and assigns Animal Control Technicians in the humane care for the shelter animals and maintenance of facilities. Frequently uses animal control, care and management software to document activities in field, shelter and office settings.

RESPONSIBILITIES:

- Cleans and sanitizes kennels, wards, cages, equipment, runs and other areas of the facility with appropriate cleaning agents in order to maintain a healthy, clean, safe and sanitary facility for shelter animals and the public.
- Assists in unloading trucks and directs animals to holding areas, maintains animal inventory and reports discrepancies to Shelter Supervisor.
- Restrains animals for euthanasia, may perform euthanasia, and ensures proper disposal of carcasses per bureau policy.
- Assists public in reclaiming animals. Alerts Shelter Supervisor about problems with equipment or building issues that need to be fixed by department building services personnel.
- Prepares animals for laboratory examinations.
- Properly documents specimens prior to submission to the City's epidemiology lab.
- Assigns and coordinates the daily work activities of Animal Care Technicians.
- Assists in training and counseling Animal Care Technicians in the performance of their job duties.
- Assists Shelter Supervisor in creating and implementing policies and procedures as they pertain to assigned areas.
- Humanely handles and kennels all animals and identifies shelter animals with appropriate tags or bands before kenneling.
- Provides food, water and proper care for all shelter animals by adhering to schedules and protocols within departmental policy.
- Oversees and provides vaccination, micro chipping, FIV/FEV testing and treatment of all shelter animals.
- 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.

- 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. Additional education beyond the high school level may be substituted for experience on a year-for-year basis.

EXPERIENCE:

Two years of experience in the care and handling of animals are required. Must obtain Euthanasia Certification within one year of employment.

COMPLEXITY:

Work consists of standard procedures and tasks where 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 moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. 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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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 listed in the above job description.

JOB FAMILY:

Animal Care Technician
Senior Animal Care Technician
Shelter Supervisor

Effective: October 1990

Revised: July 2018