

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

KENNEL ATTENDANT- ANIMAL CONTROL OFFICER

Grade 17: \$25,059.70 (\$12.05/hr.)- \$34,545.08 (\$16.61/hr.)

DEPARTMENT: ANIMAL CONTROL

DIVISION: PUBLIC WORKS

GENERAL DESCRIPTION:

The Kennel Attendant-Animal Control Officer (ACO) is responsible for the overall care and well-being of the animals in the shelter and for the cleanliness of the shelter. Performs the duties of the ACO as needed, primarily in the absence of the ACO or as scheduled.

ESSENTIAL JOB FUNCTIONS:

1. Assists public with drop off and adoption of animals as well as maintains accurate records of such activities.
2. Washes and sterilizes animal housing areas and equipment.
3. Provides basic animal care (bathe, groom, exercise, etc.)
4. Maintains records of kennel supplies.
5. Performs general maintenance work on outside of compound and inside kennel areas.
6. Feeds and waters animals daily and maintains sanitary eating and drinking conditions for animals.
7. Cleans and disinfects litter pans, food and water bowls daily.
8. Assists in euthanasia as needed.
9. Assists Animal Control Officers and office staff as assigned.
10. Works varied schedules, holidays, weekends and emergencies.
11. Maintains grounds around kennel and animal control office (mowing, weeding, cleaning, etc.)
12. Performs the duties of the ACO as needed, primarily in the absence of the ACO or as scheduled. See separate ACO job description for more details.
13. Completes other tasks as assigned.

(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, ABILITIES AND SKILLS:

Knowledge sufficient to distinguish between various breeds of animals for proper identification. Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic animals. Ability to gain knowledge of State & County animal control ordinances, regulations and animal care procedures. Ability to gain knowledge of trapping, ensnaring, handling, transporting, and caring for animals. Ability to work with the public. Ability to read and comprehend instructions, correspondence and memos. Ability to write correspondence and reports. Ability to effectively present 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 stressful conditions. Ability to work independently. Ability to learn first-aid procedures, especially in the treatment of bite and scratch wounds.

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

KENNEL ATTENDANT - ANIMAL CONTROL OFFICER

Page 2

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Must have experience in customer service, public service and animal/kennel related work. Must have a home telephone within thirty (30) days after employment date, as employee is subject to be on call.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License. Must qualify to receive a commission as a Notary Public. Must attend and satisfactorily complete animal control courses required under the Animal Control Enforcement Program. Certified Animal Control Officer or ability to achieve certification, by taking next scheduled State Animal Control Officers School.

ESSENTIAL PHYSICAL SKILLS:

- Ability to lift, strain and control animals (up to 75 pounds alone or 140 pounds with assistance).
- Reaching, pulling, and smelling.
- Climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running.
- Ability to work in adverse weather conditions.
- Ability to denote colors for animal identification.
- Ability to receive pre-exposure vaccination for rabies.
- Ability to kneel, crawl, bend repeatedly and lift heavy supplies.

ENVIRONMENTAL CONDITIONS:

Works inside and outside in various weather conditions and may be subjected to adverse conditions including: noise, dust, uneven slippery surfaces, heights, poor lighting, fleas and other insects, animals (dead or diseased). Employee may also be subjected to stressful situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 10/1/18