

SENIOR ANIMAL SHELTER TECHNICIAN

DUTIES:

Under supervision:

1. Oversees maintenance operations of Animal Shelter area.
2. Participates in the enforcement of animal control ordinances and regulations governing, licensing, impounding, treatment and disposal of animals.
3. Performs other related duties.

ACCOUNTABILITIES:

1. Oversees maintenance operations of Animal Shelter area.
 - A. Assists coordinator in making operational recommendations and improvements.
 - B. Directs and participates checking mechanical equipment in the Animal Shelter Facility.
 - C. Directs and participates in maintenance of all equipment used by Animal Shelter Personnel.
 - D. Directs and participates in caring for the animals, cleaning cages and feeding animals.
2. Assists in enforcement of animal control ordinances.
 - A. Patrols the City watching for violations of the animal control laws.
 - B. Issues tickets to violators of animal control laws.
 - C. Impounds animals running at large.
 - D. Assists in investigations of animal bites and/or attacks.
 - E. Participates in unusual animal control situations.
 - F. Disposes of unclaimed animals in a humane and acceptable manner.
 - G. Inspects kennels and pet shop for approved licenses.
3. Performs other related duties.
 - A. Assists in providing information to the public on laws and regulations.
 - B. Assists with work schedules.
 - C. Attends Animal Humane Board meeting.

MINIMUM QUALIFICATIONS

1. Experience and Education.
 - A. Classified as a Animal Shelter Technician (Promotional); or
 - B. Five (5) years of verifiable paid or unpaid work experience in caring for small animals, three (3) years of which must include experience in operation and maintenance of an animal shelter, dog keyed or other related facility (Open).
2. Knowledge and Skill Requirements.
 - A. Possession of a valid Class "D" Minnesota Driver's License or privilege.
 - B. Knowledge of proper techniques in care and treatment of animals.
 - C. Knowledge of animals as to breeds/species, temperaments and habits in an urban

- environment.
- D. Knowledge of methods and techniques of animal capture including the use of a tranquilizing gun and other paraphernalia.
- E. Working knowledge of basic mechanics pertaining to motors, high pressure cleaners and vehicles.
- F. Knowledge and skill of administering Basic First Aid.
- G. Knowledge and skill of radio communication sad procedures.

3. Abilities

- A. Ability to withstand exposure to variable weather conditions.
- B. Ability to perform rationally, exercising good judgment in stressful situations.
- C. Ability to communicate with others, verbally and in writing.
- D. Ability to keep records.
- E. Ability to maintain effective working relationships with fellow employees.

HR:	Union: Basic	EEOC: Technicians	CSB: 20020806	Class No: 4237
WC: 8831	Pay: 26	EEOF: Police Protection	CC: 20020909	Resolution: 02-0604R