

City of Fort Worth, Texas

Job Description

Classification Title	Animal Shelter Technician		
Job Code:	ST5010	Job Family:	Service Trades
Pay Grade	504	Date Reviewed:	06/10/2015
FLSA Status	Nonexempt	Date Revised:	05/22/2024

GENERAL SUMMARY

Performs animal care tasks and shelter upkeep to maintain a clean and disease free facility for impounded animals and/or horses for the Police Mounted Patrol Unit. Assists potential Performers a variety of duties relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES for SHELTER

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Monitors and logs all daily animal activity in the adoption facility. Assesses animal health for any signs of illness; blood tests and vaccinates healthy animals as preventative measures. Observes animal behavior during exercise and play time. Perform humane euthanasia on terminally ill or aggressive animals as needed. Enters all animal information into shelter software.
2. Performs animal intake from public drop offs and animal returns. Enters animal into system through Petpoint, assesses animal, and completes blood work and vaccinations. Sets up kennel with water and bedding.
3. Facilitates the adoption process by answering questions, searching for desired cat or dog breeds, allowing clients to connect with pet before adoption and recommending services or products in onsite store. Searches for lost pets within the shelter and locates pet owners through microchip research.
4. Completes adoptions using Petpoint Animal Management System.
5. Performs administrative duties, which include verifying animal ID numbers in Petpoint, answering phones, providing public information, counting and handling money and directing interoffice paperwork in closeout routine.
6. Cleans and maintains all shelter areas daily.
7. Feeds, waters and cares for impounded animals.
8. Transfers animals to and from adoption centers. Facilitates activities at monthly adoption events.
9. Performs other duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When Assigned to Police Mounted Patrol:

1. Cleans horse and trailers, officer areas and all facilities areas associated with the mounted barn daily.
2. Orders, receives and inventories all supplies.
3. Feeds, waters, grooms, and cares for horses. Prepares food and medications.
4. Performs general maintenance and repair of mounted facilities as required.
5. Transports horses to and from Veterinary as needed; operates tractor, loader truck, or various equipment on a daily/weekly basis.
6. Monitors Community Service Workers performing cleaning task at facility including the daily sign-in log.
7. Performs related duties as required.

KNOWLEDGE, SKILLS & ABILITIES

• **Knowledge of:**

- Operations and service of an animal control program.
- Methods and techniques of animal control.
- Basic daily activities for operation and maintenance of an equine facility.
- Health and welfare of horses.
- Principles and practices of animal behavior and animal care.
- Principles and practices of animal investigations.
- Principles and procedures of animal handling, collection, impoundment, quarantine, euthanasia and disposal.
- Methods and techniques of animal first aid.
- Pertinent Federal, State and local laws, codes and regulations.
- Petpoint and Microchip services.
- Adoption center locations.
- Event set up and breakdown.

• **Skill in:**

- Organization and detail.
- Multitasking.
- Customer service.

• **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Capture and handle domestic and non-domestic animals.
- Preparation and cleaning of animal stalls.
- Enforce State, City and local animal control laws and codes.
- Perform blood work and administer vaccines.
- Investigate animal bite cases and other reported injuries.
- Prepare and ship specimen for rabies testing.
- Prepare clear and concise reports and maintain accurate records.

- Use shelter computer software.
- Respond to requests and inquiries from the general public.
- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Establish and maintain effective working relationships.
- Make sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate a forklift.

MINIMUM JOB REQUIREMENTS

High school diploma or GED and no prior experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.