

ANIMAL CARE TECHNICIAN (ACT)

JOB SUMMARY:

The primary focus of this position is on the daily care of the animals at the shelter.

ESSENTIAL JOB FUNCTIONS:

Daily duties include, but are not limited to:

Cleaning and sanitizing kennels and cages

Safe handling of the animals (dogs, cats, wildlife, small pets, birds, reptiles, livestock, exotics)

Feeding / watering animals

Walking dogs

Washing dishes

Washing laundry

Organizing the shelter

Sweeping and mopping floors

Taking out the trash

Maintaining proper records on animals at the shelter

Medicating animals

Administering vaccinations to animals

Receiving of animals

Processing adoptions, transfers or other paperwork

Handling of money (donations, adoption money, redemption fees, etc)

Greeting customers

Taking calls for Animal Control violations and dispatching an Animal Control Officer (ACO)

Working with rescue groups to transfer animals

Operation of a rabies quarantine facility

Performs related duties and fulfills responsibilities as required

OTHER JOB FUNCTIONS:

Euthanasia of animals (CET Certified staff only) / Assisting in euthanasia of animals (all staff)

On-site and off-site adoptions, fundraisers or other events

Back-up for ACO's in the field

On-call rotation for after hours calls

Updating adoptable animal profiles on petfinder.com / internet

Basic repair / maintenance work as needed at the shelter

Other duties as assigned by the shelter manager

Issuing citations to Animal Control Ordinance violators (Basic ACO Certified staff only)

QUALIFICATIONS:

Must possess a high school diploma or four years equivalency

Valid Class C Texas Driver's License with acceptable driving record

Euthanasia Technician Certification (CET) within one year of employment (full time only)
Current Rabies Vaccination (full time only)

PHYSICAL REQUIREMENTS:

Must be able to lift at least 50 pounds
Must be able to handle bending, squatting and exposure to loud noises
Exposure to zoonotic diseases and parasites is a possibility

WORK LOCATION AND HOURS:

The ACT position is on a flex-schedule. Hours / days off will be determined on a week to week basis. The shelter is not open to the public on Sundays and Mondays. ACT's who work on those days are not required to open the shelter while they are cleaning.

KNOWLEDGE, SKILLS AND ABILITIES:

ACT's are required to adhere the shelter SOP's
Any animal bites or scratches (any person at the shelter) must be reported to the shelter manager
Any animals exhibiting aggression or signs of illness must be reported to the shelter manager
ACT's are required to dress appropriately (see dress code below) and maintain good hygiene.
ACT's are required to treat all customers, citizens, other staff and volunteers politely at all times.

DRESS CODE:

ACO uniforms are only required for ACT's whose duties include ACO back-up or on-call. It is recommended that all ACT's purchase at least one uniform to have on hand for court appearances or emergency situations where they may be required to assist in the field.

ACT's are not required to wear scrubs, however they are recommended.

Functional jewelry is permitted (i.e., wedding bands, watches)

ACT's may NOT wear the following:

Shorts shorter than 2 inches above the knee
Jeans with holes in them
Shirts or other clothing items with profanity, nudity or other suggestive images
Loop earrings or other jewelry that may be snagged or ripped out
Skirts are not permitted
Open toe shoes or flip flops are not permitted, closed toe shoes only
Clothing that is revealing (low-cut tops or mid-drifts)
Tank tops are not permitted