

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

PART-TIME KENNEL ATTENDANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general work associated with providing effective and efficient animal control. Duties and responsibilities include feeding animals, cleaning cages, laundry, supervising/working with volunteers, assisting officers with administering vaccinations, assisting public in kennels, and completing other tasks as assigned. Documents all inquiries, service requests, and comments received from the public to provide pertinent information on adoptions, ordinance requirements, spay/neuter questions, and any other type of general information. The position will be required to work weekend and holiday hours. Reports to Animal Control Supervisor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Participates in the intake of animals received, reclaimed by owners, and adoptions.

Feeds and waters all animals in the shelter.

Monitors shelter animals for health, temperament, and available kennel space.

Cleans and disinfects animal runs, kennels, cages, receiving areas, holding areas, and laundry to ensure the health and well-being of the animal population.

Assists with euthanasia of animals and administers vaccinations as well as prescribed medications.

Prepares and forwards laboratory specimens for rabies testing or other testing to laboratories.

Maintains daily use inventory of kennel supplies.

Completes and files routine forms and reports.

Assists general public within the shelter and aids in matching the best fitting breed to the adopting household.

Assists in processing paperwork regarding lost/found pets, adoptions, citations and warnings, rabies tags, traps, impoundments, quarantines, and reclaimed animals and provides this information to the public.

Communicates to owners that their pet is in custody.

Provides assistance in answering questions and resolving citizen complaints.

Communicates with the public regarding current Animal Services Ordinances, policies, and requirements as well as information on responsible pet ownership.

Provides occasional information and assistance to law enforcement officers.

Receives and processes telephone calls.

Receives payments and disburses receipts for various services.

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Completes work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

Assists with training of and supervising volunteers on job related responsibilities and functions.

Works under the supervision of Animal Control Shelter Supervisor who defines overall objectives and priorities of the work.

ADDITIONAL FUNCTIONS

Occasional grooming and exercise of animals.

Provides assistance to other animal care workers as needed.

Performs various clerical duties as required, such as filing and data entry.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED and basic knowledge of animal behavior; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Previous experience working in animal care (i.e. pet-sitting experience) preferred. Requires immunization of pre-exposure rabies series. Must possess basic computer skills, including but not limited to word processing, email, and Internet.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 150 pounds).

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Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 4 **Maximum Continuous Time:** 2

2. SITTING

Estimated Total Hours: 4 **Maximum Continuous Time:** 2

3. LIFTING/CARRYING

Objects: Animals

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs		X			
76-100 lbs			X		
>100 lbs			X		

4. PUSHING/PULLING

Objects: animals, cages, trash, food containers, cat litter

Height of hands above floor during push: most frequently chest level or below

5. CLIMBING

Tasks: cleaning cages

Device: ladders, step stools

Height: 4 foot ladder to reach 8 foot cage

Frequency: daily

6. BENDING/SQUATTING/KNEELING

Tasks: vaccinating, cleaning cages, laundry, calling animals, picking up animals, examining animals

Frequency: frequently, several times an hour

7. REACHING

Tasks: cleaning, retrieving animals, laundry, dishes, litter pan, vaccinations, inventory, identification

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	30 seconds per pan	2.5 pounds
21-36"	Straight and angled	45 times a day	15 minutes	8 lb cat; 30 lb dog

*Litter pan set up and cleaning the cages

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes/ odors	X	
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>90</u> % of time
Outside	<u>10</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Including but not limited to computer, phone, fax machine, copy machine, brooms, mops, scrub brushes, spray bottles, squeegees, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, ladders, pooper scoopers, carts, vehicles, stretchers, ramps

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		1-2 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor (i.e. writing, twisting hands or wrist, etc.)	X		Frequently (90% of time)

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date