



## **Job Description**

**Job Title:** Animal Care Technician I  
**Department:** Animal Care  
**Reports To:** Animal Care Manager/Lead Animal Care Technician  
**FLSA Status:** Non-exempt, hourly

### **SUMMARY**

The Animal Care Technician I is responsible for the maintenance and care of all animals staying at the League. This role is also responsible for assisting in the facilitation of adoption through working with and training volunteers, client interaction and successful care of the animals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following. Other Duties may be assigned.

- Required to work with both dogs and cats.
- Provide compassionate care to all animals.
- Daily cleaning to prevent cross contamination and provide a healthy climate in animal areas.
- Adhere to all department policies and procedures, including the use of PPE.
- Appropriate feeding and watering as directed by management.
- Provide exercise and enrichment to animals.
- Communicate with Medical Services staff about health and wellbeing of animals in their care.
- Administer Heartworm and Flea Preventative as directed.
- Perform daily animal census inventory.
- Assist with daily laundry, dispose of waste. Re-stock supplies.
- Maintain equipment utilized for the daily cleaning and feeding of the animals.
- Bathe and groom animals as requested.
- Provide excellent Customer Service.
- Assist in implementing basic training and behavior modification protocols.
- Log behavior notes for specific animals as requested.
- Provide continuous feedback to supervisors to facilitate organizational growth.
- Ability to work well with others towards a common goal.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Solid written communication skills including the ability to write routine reports and correspondence with the ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals.

- Good oral communication and comprehension abilities. The ability to understand and carry out instructions. The ability to problem solve and provide reasonable solutions.
- Good interpersonal, analytical skills.
- Must be well organized, flexible, and work well under pressure.
- Ability to multi task and assist in other areas when needed.

### **PREFERRED QUALIFICATIONS**

- Bilingual in Spanish and English.
- Demonstrated career progression.
- Knowledge of Chameleon.
- General knowledge of animal care and behavior.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED)

### **MATERIALS and EQUIPMENT USED**

- Hoses w/ and w/o pressure spray attachments
- Computer
- Standard hand tools (hammer, screwdriver, pliers)
- Standard Office equipment
- Scrubbers, Squeegees, Broom/Dustpan, Mop and Bucket
- Cleaning and sanitizing chemicals
- Leashes, Collars, Harnesses
- Grooming tools
- Wheeled Carts and Wheeled Tables

### **PHYSICAL DEMANDS**

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

- Communicate effectively
- Ability of sight and hearing
- Stand, walk, bend for long periods of time
- Lift and/or move up to 50 pounds

### **WORK ENVIRONMENT**

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:

- The employee is frequently exposed to wet and/or humid conditions, and moving mechanical parts.
- The employee is also frequently exposed to animal related odors, fumes, airborne particles, and moderate heat.
- The employee is frequently exposed to moderate/loud noise level in the work environment.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the organization may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_