



LEE COUNTY, GEORGIA

Classification Specification

Kennel Technician (4020)

FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide routine care for animals in the shelter.

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.

Cares for shelter animals: feeds, waters, and exercises animals; administers medications, as directed; grooms pets by bathing, trimming nails and treating for fleas; and performs temperament tests for appropriate adoption matches.

Performs a variety of duties to clean and maintain animal shelter: mixes cleaners to disinfect dog runs, dog kennels, cat cages, and small animal cages; scrubs equipment; sprays and mops floors; cleans the yard; cleans and/or replaces cat litter; cleans floors, treatment rooms, bathrooms, and reception area; washes bedding and toys; removes trash and processes recycling; and performs other maintenance duties as assigned.

Assists with animal handling: restrains animals for testing and shots; and prepares and introduces animals to potential adopters.

Transports animals: transports animals to and from veterinarian offices for scheduled spay/neuters and other medical services; transports cats to pet store; and returns animals to kennels and cages.

Performs related duties in support of department operations: receives and delivers incoming shipments of supplies, materials, and donations; provides information to potential adopters regarding animals; completes adoption

paperwork, receipts, intake cards, and other documentation.

Communicates with supervisor, other employees, veterinarians, pet stores, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates various equipment associated with animal care activities to complete essential functions, which may include a motor vehicle, animal restraint equipment, custodial tools and supplies, or other tools and equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by one year of work experience that shows an ability to maintain steady employment in any field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific Licenses or Certifications Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving

some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, 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 {delete all that do not apply}dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire,

Lee County, Georgia 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.