



**COUNTY OF KING WILLIAM, VIRGINIA
ANIMAL SHELTER**

JOB DESCRIPTION

Job Title:	Part-Time Kennel Technician
Position Class:	Technical
Pay Grade:	N6
Exempt Status:	Non-Exempt
Salary Range:	\$12.25 per hour

GENERAL DESCRIPTION:

The Part-Time Kennel Technician position will be split between 2 employees, one working daily from 8 a.m. to noon. Rotating weekdays, every other weekend, holidays if scheduled, and attendance in weather extremes. The Kennel Technician is responsible for maintaining a safe and sanitary facility for animals and people in accordance with all statutes, ordinances, and regulations pursuant to the operation of Public Shelters and the care of animals. Lawful, proper, and humane care of animals and sanitation of enclosures and equipment shall be their primary responsibility. Assists with daily sanitation of primary animal enclosures, in accordance with policy and procedures. Assists with disinfecting all hardware, food bowls, water bowls, and cage card holders. Assists with laundering bedding, towels, washcloths, and toys; and storing of the same. Leash walks and rotates dogs into exercise yards, cleans and disinfects exercise yards in accordance with policy and procedure. Sanitizes animal crates used for temporary confinement of Shelter animals, and other equipment as necessary. Proper performance of duties is essential to preserve the health of animals and to prevent the spread of disease within the shelter. This is an Essential Personnel Position and attendance is required during all weather extremes or environmental emergencies, to care for animals in the Shelter. Receives direction from and reports to the Animal Shelter Manager.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of walking, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds).

ESSENTIAL FUNCTIONS:

- Responsible for duties related to the daily cleaning and disinfecting of the animal holding areas and walkways.
- Perform continual maintenance and housekeeping duties to include minor repairs and upkeep of the Shelter workrooms and public areas.
- Reports equipment in need of repair or replacement to the Animal Shelter Manager.
- Provide safe and humane handling of animals in the Shelter.
- Observes and evaluate animals for signs of illness or injury and reports symptoms to Animal Shelter Manager.
- Assist in performing health and behavior evaluations on individual animals.
- Assist in photographing animals for adoption promotion efforts.
- Exercise, socialize and train Shelter animals.
- Wash, dry, fold and put away laundry.
- Performs routine spot-checks and sanitation of animal holding areas throughout the morning to maintain cleanliness.
- Remove and dispose of feces in the outside exercise yards and around the outside of the facility.
- Assist with inventory and restocking supplies.
- Monitor visitors to the Shelter for the safety of citizens and animals.

ADDITIONAL JOB FUNCTIONS:

- Kennel Technicians are responsible for observing how animals interact with various people and other animals. They shall advise the Animal Shelter Manager regarding any animal that is unusually withdrawn or that displays aggression towards people or other animals.
- Assist in the training and development of Shelter volunteers.
- Performs related shelter duties as required. Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Requires a high school diploma or GED equivalent. Animal care or animal husbandry training and experience that demonstrates the required knowledge, skills and abilities to perform each essential job function satisfactorily. Must possess a valid State driver's license.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

****Potential candidates will be required to complete drug testing, driving and background checks.**

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.