

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Kennel Attendant 2	<u>CLASS NUMBER:</u> 20001.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A8	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary (1 st /2 nd shift)	<u>SUPERVISOR (PCN):</u> Kennel Attendant Foreman (071020)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Kennel Attendant 2 classification is to provide custodial care and perform intake process and care of animals housed at the animal shelter. Act as a lead worker.

JOB DUTIES:

Act as a lead worker to ensure that all wards, cages, outside areas and other designated areas are clean and disinfected as well as equipment throughout the Shelter pursuant to established procedures. Serve as a role model, training resource and mentor to other kennel attendants. Collect, wash and distribute food and water bowls to impounded animals and verify all kennels are properly cleaned and sanitized. Maintain equipment and supplies used to maintain kennel operations. Conduct preliminary assessment of supplies and prepare report for the kennel attendant foreman to review.

Provide care to impounded animals and provide positive customer relations to the public. Escort customer to certain restricted areas within the Shelter. Answer the telephone inquiries and to assist all other employees and volunteers with dogs in the shelter. Assist with the adoption pick-up process. Routinely check the dog shelter and grounds to ensure humane care is provided at all times. Familiar with and utilizes the computer software used at the dog shelter.

Provide custodial care of dogs. Collect and restrain dogs for assessment by medical department or for return to general ward area. Retrieve supplies necessary for the operation of the Animal Shelter. Perform minor repairs to cages, runs and bowl rings. Record and verify all animal housing data and information is entered into the shelter software system. Prepare and review daily monitoring logs and incident reports. Respond to phone messages as directed by the kennel attendant foreman .

Report concerns to the medical department of dogs that may require veterinary care. Assist veterinary technicians with the treatment of dogs, including euthanasia. Perform community relations duties as it relates to dog shelter operations. Monitor kennel attendant communications and provide assistance when needed. Contact the community relations manager, kennel attendant foreman, assistant director and director when an incident may garner media attention. Assist with interviewing and selecting new kennel attendant's and volunteers as appropriate. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; lead work; time management; safety practices. Skill in equipment operation. Ability to multitask and carry out detailed but basic written or oral instructions; deal with problems, involving few variables in familiar context; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; count, do basic addition and subtraction; read and record figures accurately; comprehend individual word; complete routine forms; maintain accurate records, both manual and computerized; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, and one (1) year experience and/or training involving the care of domestic animals and six (6) months of customer service experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some holidays, evening and weekend shifts. The working environment includes interaction with a variety of dog behaviors and sizes. Working conditions include extreme hot or cold weather conditions. Daily exposure to animal waste and odors, and potential handling of aggressive or frightened animals.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name _____ Employee Signature _____ Date _____

ADD a revision date