

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

<u>CLASSIFICATION TITLE:</u> Kennel Attendant Foreman Working Title: Kennel Supervisor	<u>CLASS NUMBER:</u> 20021.1	<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> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43229	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary (6:30 AM to 2:30 PM or 2:30 PM to 10:30 PM)	<u>SUPERVISOR (PCN):</u> Director (070001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Kennel Attendant (Varies)		

CLASSIFICATION PURPOSE:

The primary purpose of the Kennel Attendant Foreman classification is to supervise the day-to-day activities of assigned staff, and coordinate activities.

JOB DUTIES:

Provide immediate supervision of assigned staff. Establish and maintain work schedules of assigned staff and their daily operations. Instruct, train and assist staff with their duties, use of equipment, and materials in assigned areas. Participate in daily rounds and interface with all department supervisors within Franklin County Animal Care & Control and Adoption Center. Establish quality control for standard operating procedures for kennel attendants. Assist staff with initial customer questions and/or issues in a timely manner. Assist as directed in the counseling of Kennel Attendants staff concerning performance development and discipline. Assure the procedures are followed and maintained according to Agency's policy, including sanitization and animal care.

Assist as directed by the Assistant Director with interviewing and selection of applicants. Responsible for entering accurate data regarding customers and animals information into the database. Oversees inventory control and ordering of cleaning supplies, food and general animal care supplies as directed. Update the Assistant Director on areas of interest and/or concerns. Complete opening and/or closing duties of the shelter. Provide information to the public about Agency's programs and promoting good animal care and responsible pet ownership. Advise potential adopters of Agency's adoption benefits policies and procedures. Protect all confidential information, including customers, donors, animals, and internal communications. Represent Agency by providing excellent customer service. 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; employee training and development; supervision; safety practices; agency policies and procedures; interviewing. Skill in equipment operation. Ability to deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; recognize safety warnings; complete routine forms; understand practical field of study; comprehend simple sentences with common vocabulary; establish friendly atmosphere as supervisor of work area; handle sensitive inquiries from and contacts with officials and general public. Physical ability to lift up to 50 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of animal care or related experience.

Additional Requirements

No special license or certification required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some evening and weekend shifts.

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