

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

<u>CLASSIFICATION TITLE:</u> Kennel Attendant	<u>CLASS NUMBER:</u> 20001	<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> A4	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary (6:30 AM to 2:30 PM and 2:30 PM to 10:30 PM)	<u>SUPERVISOR (PCN):</u> Kennel Attendant Foreman
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Kennel Attendant classification is to provide custodial care and perform intake processes of animals housed at the animal shelter.

JOB DUTIES:

Clean and disinfect wards, cages, outside areas, and other designated areas and/or equipment throughout the shelter. Collect, wash, and distribute food and water bowls to impounded animals. Maintain equipment and supplies used to maintain kennel operations at the shelter. Provide care to impounded animals and provide positive customer relations to the public. Escort customers to certain restricted areas within the shelter. Answer telephone inquiries when other staff is not available. Assist with the adoption pick-up process. Provide custodial care of dogs. Record impounding information on animals accepted via night deposit. Retrieve supplies necessary for the operation of the animal shelter. Perform minor repairs to cages, runs, and bowl rings. Collect and restrain dogs for assessment by veterinary clinic staff or for return to general ward area. Prepare vet check statements to notify clinic of dogs that may require veterinary care. Assist Veterinary Technicians with the treatment of dogs, including euthanasia. 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 safety practices, public relations, human relations; office practices and procedures; government structure and process. Skill in equipment operation. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; answer routine telephone inquiries from public; demonstrate strength to lift up to 25 to 50 lbs.; demonstrate dexterity to use hands and/or feet skillfully.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, and six (6) months 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 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