

Lead Animal Caretaker



Position Description

Status

Regular Full-time (36 hours per week)

Compensation

A12

Bargaining Unit

Non-bargaining

Reports to

Shelter Operations Supervisor

Supervises

none

Position Category

Generalist

Summary

This position is responsible for the overall care and well-being of the animals at the Allegan County Animal Shelter. Also responsible for overseeing and directing inmate shelter workers from the county jail who clean kennels as well as walk and feed the animals.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Handle general animal care tasks such as feeding and grooming
2. Assist in restraining animals for veterinary management
3. Create intake paperwork and kennel card for all new animal intakes
4. Provide intake vaccination / disease prevention for animals
5. Keep records of animal feedings, treatments and other updates
6. Wash soiled laundry daily and maintain a clean and healthy shelter environment, per state mandates
7. Engage in play activities and exercise with the animals
8. Update weekly inventory list of animal food and shelter supplies
9. Oversee and direct inmate shelter workers' daily cleaning to ensure shelter health standards are met
10. Develop weekly work schedule for inmate shelter workers

Competencies

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This position cares for animals in an animal shelter setting; Indoor and outdoor work is required; Outside work can occur in all types of weather; Exposure to a variety of foul odors and bodily fluid of animals; Potential for being occasionally scratched or bitten by animals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to physically manage potentially aggressive animals; lift under 50 lbs without assistance, lift 50 lbs with assistance, carry, and otherwise assist injured animals; climb stairs, and other obstacles; walk and run over all types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

Travel

Travel may be required throughout the County.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D.).
2. Previous experience in animal care or other related fields preferred
3. Previous supervisory experience desirable

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____