



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### **KENNEL ATTENDANT**

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Under general supervision of the Animal Control Supervisor performs work of routine difficulty relating to the care of the Animal Shelter Facility and the animals housed at the Shelter. Assists Animal Control Officers with various duties at the animal shelter. Performs various clerical duties related to the animal shelter; maintaining records and files for the Shelter.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, and lifting; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Cleaning and maintaining Animal Shelter, providing daily care of animals, lifting and transferring animals, maintaining records and files, and greeting the public.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Cleans and maintains cages and Animal Shelter Facility;

Lifts and carries animals;

Feeds animals in the shelter;

Examines animals within the Shelter for signs of illness;

Transfers animals between quarters;

Cleans Animal Control vehicles;

Greets the public at the shelter;

Maintains records and files;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of, and interest in, dogs, cats and other small animals; knowledge of the safe and humane methods of feeding and transferring animals; ability to check and handle animals without personal injury; ability to carry out oral and written directions; ability to work effectively with the public; physical condition that permits heavy lifting.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and one year of experience in work involving the care of animals.

#### **SPECIAL REQUIREMENTS:**

Must be in good physical condition and be at least 18 years of age. Euthanasia by Injection Certificate.