

**CLASS SPECIFICATION**  
**Lead Animal Care Technician**

**GENERAL PURPOSE**

Under general supervision, provides lead work direction and guidance to other Animal Care Technicians; trains and oversees the work of employees and trustees assigned to the animal shelter and supervises volunteers; performs duties involving the care and maintenance of animals; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Lead Animal Care Technician is responsible for providing lead work direction and guidance to other Animal Care Technicians, in addition to performing duties involving the feeding, care and treatment of all animals in the City's animal shelter. In addition, the incumbent oversees behavior evaluation and modification activities and pet adoption and screening. The incumbent trains and oversees the work of volunteers and of trustees and community service individuals assigned to work in the shelter.

Lead Animal Care Technician is distinguished from Animal Services Field Supervisor in that an incumbent in the latter class has overall supervisory responsibility for animal control and kennel operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides lead work direction, guidance and training to Animal Care Technicians engaged in the feeding, care and treatment of animals in the animal shelter; provides day-to-day oversight of kennel operations; trains and oversees the work of volunteers and of trustees and community service individuals assigned to work in the shelter.
2. Oversees the pet adoption and screening process; assists customers in making pet selections; ensures established processes and procedures for pet adoptions are followed by other technicians.
3. Oversees behavior evaluations of incoming animals and ensures procedures for behavior modification are followed by other technicians.
4. Ensures kennel facilities are maintained in a clean, safe and orderly manner in conformance with all legal, policy and procedural requirements; makes or arranges for minor repairs to facilities and equipment.
5. Performs intakes duties for animals brought to the shelter; inputs data into animal management system; conducts preliminary health examinations and animal assessments.
6. Lifts and crawls into cages to clean them; cleans shelter grounds and facilities of fecal matter, blood and other hazards.

7. Prepares food, feeds, medicates, vaccinates and cares for animals; bathes sick and/or parasite- and insect-infested animals.
8. Assists individuals seeking lost animals or adoptable animals; assists customers in making pet selections; responds to public inquiries regarding care and treatment of animals.
9. Euthanizes and disposes of animals, as required by City policy and procedures.
10. Diagnoses common animal diseases.
11. Provides vaccinations to impounded animals.
12. Maintains animal inventory records and records of controlled substances used for euthanasia.
13. Maintains statistical records including euthanasia logs.
14. Handles inventory control and recordkeeping for janitorial and clinical supplies.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods, practices and procedures in the handling, care and feeding of animals, including practices and techniques for handling unruly and/or vicious animals.
2. Basic state, county and local law, ordinances and regulations applicable to the control, care and protection of animals.
3. Animal behaviors and proper animal handling techniques.
4. Common breeds of domestic animals, their characteristics and behavior patterns.
5. Infectious and contagious diseases of animals and their symptoms.
6. Safe operation of cleaning equipment and chemicals used in the cleaning process.
7. Microchip implantation and scanning techniques.
8. Basic practices and procedures of supervision.

### **Ability to:**

1. Organize, lead and train other Animal Care Technicians and provide day-to-day work direction; supervise and oversee the work of volunteers and of trustees and community service individuals assigned to the shelter.
2. Read, understand, interpret and apply laws, ordinances and regulations pertaining to animal licensing and vaccination requirements.
3. Safely and confidently handle animals of all sizes and temperaments.
4. Learn and follow appropriate procedures for administering medications and vaccinations.

5. Properly use cleaning chemicals.
6. Euthanize animals.
7. Understand and follow oral and written instructions.
8. Communicate effectively with the public and provide effective customer service.
9. Apply sound independent judgment in a variety of situations in accordance with established policies and procedures.
10. Establish and maintain effective working relationships with other staff, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of progressively responsible animal handling experience in an animal shelter, animal control setting or a veterinary office. One year of lead supervision experience is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

A current P.C. 832 certification and successful completion of a breed identification and symptoms of disease test.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to use hands to finger, handle, feel or operate objects, tools or control; and reach with hands and arms. The employee is regularly required to stand, walk or sit; talk or hear; stoop, bend, kneel, crouch or crawl. The employee must regularly lift and/or move animals or objects up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve animal

care and shelter maintenance problems; use basic mathematics; observe and interpret situations; work with regular interruptions; and interact with other staff, the public and others encountered in the course of work. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work on slippery and uneven surfaces and are exposed to loud noise, odors and dirt. Employees are routinely exposed to dangerous, injured or diseased animals; fecal matter, blood and other hazards; and to various cleaning chemicals.