



# JOB DESCRIPTION

<b>Title</b>	<b>Kennel Worker</b>	<b>Created</b>	Aug. 2018
<b>Department</b>	<b>Sheriff's Office – Animal Control</b>	<b>Revised</b>	Aug. 2023
<b>Job Class</b>	A 7 4	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-Exempt

## **Purpose**

To assist in maintaining the Clatsop County Animal Shelter and ensure that dogs, cats and other animals housed at the shelter have clean and sanitary conditions.

## **Essential Functions**

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable. Inspect, feed and care for all dogs, cats and other animals housed in the shelter.

- Clean interior rooms, interior and outside kennel runs and sewers.
- Responsible for janitorial duties as directed by Animal Control staff.
- Make periodic checks of kennel, outside drop-off kennels, office, parking lot, and restrooms. Secure all kennel and office doors.
- Feed animals, clean kennels as needed, and perform other duties of a similar complexity in accordance with shelter procedures.
- Administer medications to animals as directed and in accordance with procedures.
- Walk dogs of various sizes as part of the kennel cleaning process.
- At the direction of the shelter supervisor and in accordance with written shelter guidelines and policies, work with volunteers to help with kennel worker duties.
- Follow all safety rules and regulations established for work areas.
- Will be required to handle dogs and cats that may be potentially dangerous.

## **Required Qualifications**

High school graduation or equivalent.



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## ***Knowledge Skills and Abilities***

- Requires knowledge of canine and feline care, behavior, and handling.
- Ability to maintain clean and sanitary kennel area as directed.
- Ability to feed and care for dogs and cats housed at the shelter in accordance with applicable procedures.
- Ability to understand oral and written directives with regard to safety equipment and safety techniques for handling animals.

## ***Physical Demands***

Duties consist of physical agility to perform occasional running, lifting, and bending. Duties may also consist of physically demanding manual work. Must be able to pick up and handle 50-lb. sacks of animal food and related supplies. Must be able to effectively control, handle dogs occasionally weighing in excess of 100 lbs.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Works in a kennel environment as well as outdoors in all types of weather, frequently lifting heavy objects over uneven slippery terrain, even in wet weather. May be exposed to pungent odors/animal feces, animals exhibiting signs of stress which can manifest itself in unpredictable behavior(s). These behaviors may put individuals at risk for bites, scratches or other injuries. Individuals may be exposed to flea/tick bites, ringworm or other animal related illnesses. In some circumstances, may occasionally have interactions with customers who display strong emotions.

## ***Supervisory Responsibility***

Works under the direct supervision of the shelter supervisor. Supervision is not a responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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