



# CITY OF SALINAS

Temporary Employment Opportunity

## ANIMAL CARE TECHNICIAN

RECRUITMENT# 19477151

**FINAL FILING DATE: OPEN UNTIL FILLED**

**SALARY: \$18.96 - \$19.92 - \$20.91 - \$21.96 - \$23.05 hourly**

**APPLY ONLINE AT: <https://www.calopps.org/city-of-salinas>**

**The City of Salinas Police Department is interested in filling this temporary position.** Temporary employees may not exceed a maximum of 25 hours per week and 1,000 hours per fiscal year (from July 1 – June 30).

**NOTE:** This position *may be assigned to work weekends and holidays.* *Any prospective candidate will need to pass a background investigation before being hired by the Salinas Police Department.*

**DEFINITION** Under direct supervision, maintain the animal shelter in a thoroughly clean and sanitary manner and provide sheltered animals with humane care and attention.

**DISTINGUISHING CHARACTERISTICS** Incumbents must be willing to patiently handle animals that may be frightened, fractious and/or injured in addition to performing a full range of cleaning maintenance of kennel areas. Positions in this class work under immediate supervision while learning to perform the full range of duties. Incumbents must also be willing to euthanize and dispose of animals in accordance with procedures.

**SUPERVISION RECEIVED AND EXERCISED** Receives general supervision from the Animal Services Manager and direct supervision from the Animal Services Supervisor. May, at times, exercise functional supervision over other employees, volunteers or temporary personnel as well as work unsupervised on days the shelter is closed.

**ESSENTIAL FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Receives and processes impounded animals as well as feeds, medicates and cares for sheltered animals in accordance with procedures. Cleans, disinfects and maintains various animal's quarters, accompanying areas, supplies and equipment in sanitary condition. Works with the public at times and assists in the adoption process. Evaluates animals for adoptability, places animals in appropriate kenneling areas and handles quarantine animals in accordance with procedures. Feeds and observes animals daily as to their health and well-being and reports any problems immediately. Provides special care when advised of animals requiring medication, treatment and/or special needs. Euthanizes and disposes of animals in accordance with procedures. Maintains records on the disposition of animals. Properly identify all animals and maintains required paper work. May assist with office and clerical duties as assigned. Promote and maintain safety in the workplace. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS** This position requires the physical, mental and emotional stamina to perform the duties and responsibilities of the position related to a fast paced, very busy animal shelter environment; Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Needs the manual dexterity sufficient to use hand tools and animal restraint equipment, write, use telephone, equipment; vision sufficient to read printed materials and able to see minute changes in animal behavior; hearing sufficient to conduct in person and telephone and be heard and clearly understood in conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and on a two-way radio; physical agility to maneuver animals weighing up to 100 pounds several times a day, push/pull, squat, twist, turn, bend, stoop and reach overhead to attend to animals, pushing/pulling of animal cages and equipment and supplies, reaching in all directions and prolonged periods of time; no severe allergic reactions to animals; and physical mobility sufficient to stand, walk on wet and uneven surfaces, and/or run in pursuit of animals on uneven surfaces and otherwise move about the work environment. The physical strength to lift up to 100 lbs several times per day; physical stamina sufficient to stand and walk for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions as well as follow directions and protocols as needed. Emotional stamina to work around many types of animals in many differing conditions of whom some may be euthanized.

**WORKING CONDITIONS** Fast pace working environment includes daily contact with the public, various types of animals, exposure to animal wastes, animal bites and various cleaning and disinfecting chemicals. Work under adverse conditions such as heat, cold, rain; work scheduled and emergency overtime, as needed; report for duty in an emergency. Physical mobility sufficient to move about the work environment and in the field.

**QUALIFICATIONS** **Knowledge of:** Animal breeds, nutrition, general care, and handling. Laws, ordinances, rules and regulations governing the impounding, releasing or euthanasia of animals. Policies, procedures and techniques in assisting the public. Safety principles, practices and procedures associated with animal handling. Cleaning procedures and appropriate cleaning agents, supplies and equipment. **Ability to:** Handle scared, injured, ill and/or aggressive animals. Properly care for and handle different breeds and species of animals. Follow quarantine and infection control procedures. Exercise good judgment while working under pressure. Communicate clearly and concisely, orally and in writing. Understand and carry out oral and written directions. Work cooperatively with others and also independently as needed. Assist the public in a polite and professional manner. Maintain an efficient record keeping system. Observe and report needs for maintenance or supplies. Apply good judgment in recognizing scope of authority and in referring problems to others. Lift 50 pounds from ground to waist and have the ability to lift larger animals or supplies up to 100 lbs as needed. Work irregular hours, holidays and weekends. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service and animal care. **Skills to:** Euthanize animals pursuant to prescribe methods, and in a humane manner.

**License or Certificate:** Possess a valid California Driver's License at time of application. Obtain Certificate of Completion of Euthanasia by Injection within six (6) months of appointment.

**Education and Experience:** An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade and one-year experience handling or caring for animals preferred.

**SELECTION PROCESS:** Applicants' qualifications will be evaluated on the basis of the information provided on the employment application. The exam process may consist of an application appraisal or an oral interview. The City reserves the right to use alternate testing procedures if deemed necessary. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION. Finalist interview/assessment will be held with the City of Salinas. 1/03/19 ma.**

#### **EQUAL OPPORTUNITY EMPLOYER**

The City of Salinas does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Officer in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.