

CITY OF IOWA CITY - Job Description

Job Class #04-02

FLSA Non-Exempt
Civil Service

Identification

Position Title: Animal Care Technician

Department: Police

Division: Animal Services

Supervisor: Animal Services Supervisor

Job Summary

Under immediate direction, maintains a safe and sanitary facility for center animals and the public. Provides for and is responsible for the humane handling and care for all center animals and all animal housing areas. Is accountable for the overall cleanliness of all animal housing areas. Assures industry best practice standards for all animals' nutritional, housing, emotional and medical needs. Is accountable for training temporary employees and others in kennel and animal maintenance. Educates and provides assistance and adoption counseling to the public. Shows strong initiative and works in a leadership role within animal housing areas.

Essential Job Duties and Responsibilities

Cleans and **disinfects** all animal housing areas including cages, kennels and animal equipment and performs general facility custodial duties.

Assesses the needs and **cares** for animal's physical health including **bathing** and **grooming** and behavioral health including **training** and **providing** mental exercise and enrichment

Prepares samples (including **drawing** blood) and **performs** laboratory screening tests including heartworm, leukemia, FIV and other common tests and fecal screenings using prescribed methods and instructions.

Reads results of medical screening tests and **makes** recommendation for medical care or euthanasia if necessary.

Vaccinates, deworms, medicates and **performs** all other standard medical protocol.

Recommends animals for euthanasia based on guidelines and **performs** euthanasia, and **prepares** samples for rabies testing.

Maintains controlled substance records.

Documents and **maintains** animal medical, treatment and euthanasia records and **assists** with **entering** data into computer database.

Creates surgery and treatment schedule for veterinarian for each animal, such as routine spays/neuters, rabies vaccinations, and the assessment of injuries, and illnesses.

Ensures all procedures are documented accordingly.

With assistance, **performs** behavioral evaluations on all animals and **writes** individual personality profiles on each animal.

Recommends animals for adoption or other appropriate live release option.

Assists with general maintenance and repair of equipment.

Reports equipment repair or replacement needs to supervisor.

Performs adoption counseling with the general public for animal matching.

Provides customer service to walk in visitors as well as phone and/or electronic inquiries.

Gives educational information to the public and **answers** questions relating to impounded animals and community animal related problems.

Evaluates and **recommends** animals for foster care and **works** with the supervisor on placements.

Educates and **helps** train hourly employees, volunteers, students and community service works in general kennel operations; **assigns** work and duties to those individuals.

Maintains inventory and **reports** supplies needed to supervisor.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel or grip firmly; reach with hands and arms; and stoop, kneel, crouch, bend, climb, crawl or balance. The employee frequently is required to talk, hear, and smell. The employee is occasionally required to sit, climb or balance. The employee must frequently (34-66% of the workday or maximum 1 lift, push, pull, carry or move every two minutes) up to 25 pounds, occasionally (11-33% of the workday or maximum 1 lift, push, pull, carry or move every 30 minutes) up to 50 pounds, and infrequently (0-10% of the workday or maximum 1 lift, push, pull, or carry or move every hour) more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hand dexterity, balance and strength are essential in performing treatments on animals and during animal handling.

While performing the duties of this job, the employee is required to work closely with both domestic and wild animals and will be exposed to related hazards. The employee is regularly exposed to communicable and Zoonotic diseases, wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions; freezing ice and cold, slippery conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The employee may be exposed to biohazards.

The noise level in the work environment is usually very loud.

Minimum Education, Experience and Certification

High school degree or equivalent required. Certified Veterinary Technician, Certified Veterinary Assistant or Certified Animal Services Officer and/or equivalent experience or education in an animal related field required. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred Education, Experience and Certification

Euthanasia Technician Certification preferred and will be required within one year of hire.

Knowledge, Skills, and Abilities

Ability to draw blood, restrain animals and perform general screening tests. General knowledge of animal disease and preventative maintenance. Ability to use a microscope and read results. Knowledge of animal care and animal behavior. Ability to administer medications and perform euthanasia. Must be able to demonstrate behavior observation and handling skills with dogs and cats. Must be able to handle fractious or aggressive dogs and cats with appropriate equipment. Must be willing to work with a variety of animal species including domestics, exotics and wildlife. Must have skills in computer and data entry and oral and written communication skills. Must be able to work both independently and as a team in a very busy, hectic, high stress environment. Must have the ability to multi-task, prioritize, and effectively delegate. Must be able to and work directly with the public in very emotional, sometimes highly charged environment. Must be able to disseminate educational information to the public relating to the centers mission. Must have excellent public relations experience, be public service oriented and believe in the mission of the division.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.