

ANIMAL SHELTER WORKER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position assists in the daily operations of an animal shelter. The employee is responsible for aiding in the daily care of animals and has direct responsibility for the maintenance of the shelter. The shelter is primarily involved with the care and housing of domestic animals, such as dogs and cats. The incumbent is responsible for determining work priorities, as well as assess maintenance problems to rectify on-site problems. The work is performed under general supervision of an Animal Control Officer or Dog Control Officer with broad leeway allowed for planning the methods and procedures involved in executing assigned tasks. Supervision over others is not normally a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Feeds animals according to schedule;

Exercises animals on a daily basis;

Cleans and disinfects cages, dens, houses, food trays and water pans;

Performs minor repairs on animal cages, shelter houses and dens;

Collects refuse and cleans buildings;

Performs routine ground tasks, including cutting grass, shoveling snow and landscaping;

Paints animal stalls and shelters on a periodic basis;

May build animal cages, shelter houses and dens;

Answers questions from animal owners and the public, as well as from municipal employees;

Maintains contact with local veterinarian offices;

May order food and maintenance supplies for the animal shelter.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the behavior habits and the nutritional needs of a variety of animals; working knowledge of building maintenance and repair practices; manual dexterity; ability to understand the identification features and characteristics of the breeds and kinds of animals commonly found in domestic ownership; ability to understand and follow oral and written instructions; willingness to perform routine manual work; willingness to work under all weather conditions; reliability; courage; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Six (6) months of paid or volunteer work experience handling and caring for animals.

SPECIAL REQUIREMENT: At the time of appointment, applicants must possess and continuously maintain a valid New York State driver's license appropriate to the vehicles operated.

ULSTER COUNTY
0193 ANL SH WKR
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Adopted: May 5, 2005
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