

SLIDELL POLICE DEPARTMENT

Job Description

Classification Title: Kennel Technician (Job Class Code:0043)	Pay Grade: 7
Department: Slidell Police Animal Control Division	Effective Date: 2/4/2021
Approved By: Chief of Police & Director of Civil Service	Revision Date:10/2020

General Purpose:

The person employed in the position of Animal Control Kennel Technician is responsible for providing care to animals that enter the shelter and assist visitors when taking in and releasing animals. Maintain upkeep of the animal control facility. The upkeep of the animal control facility is also important to the cleanliness of the facility for the health of the animals and humans that are exposed to the animals. The Kennel Technician reports to the Supervisors.

Job Function:

1. Performs tasks related to the care, feeding, and bathing of animals in the shelter.
2. Performs duties related to cleaning, sterilizing animal cages, and runs along with assisting in maintaining the animal shelter facility.
3. Perform animal intakes, reclaims, and adoptions of impounded animals.
4. Observing and reporting on the behavior and condition of animals on intake and while at the shelter. Examine intake animals for illness and injury, and assist in administering first aid and medication to injured animals and trauma cases.
5. Performs the use of safe restraining techniques following standard protocols.
6. Must administer vaccinations any medications if required; drawing blood from dogs and cats, check for heartworms, fecal samples, ear mites, and feline leukemia tests.
7. Provide administrative support by monitoring the front desk, answer inquires by phone or in person in a knowledgeable respectful manner. Answer and screen incoming calls with courtesy, providing the caller appropriate information as well as maintaining confidentiality of information that is not to be disseminated. The caller may be referred to the appropriate personnel or if needed another shelter. Dispatches calls and requests for service to Animal Control Officers in the field. Performs tasks related to clerical duties to include, but not limited to, animal intake, release, adoptions, and completing the proper forms.
8. Disinfect Surgery Room and Post-op Room before and after surgery to ensure the room is sterile.
9. Washing, organizing, and sterilizing Autoclave surgical packs.
10. Restrain and prep animals for surgery and assist the veterinarian if needed.
11. Sustain clean, sterile, organized treatment areas and exam room.
12. Complete proper paper work required for and after surgeries.

13. Creates and maintains medical records for each animal.
14. Assess which animals are in need of surgery and print surgery list.
15. Restrain and prep animals for surgery and assist Veterinarian with spay or neuter surgeries as needed; and provide post-operative care.
16. Must perform euthanasia and decapitation of selected animals when necessary. Kennel Technician will perform those tasks if the animal has been deemed to have rabies. The animal must be euthanized. Kennel Technician will be responsible for removing, refrigerating, packaging and shipping the head to the State of Louisiana Department of Health and is required to complete all related paperwork.
17. Operate the incinerator.
18. Assist Veterinarian with Animal Exams as needed.
19. Weekly report must be made to the Supervisor on all cases.
20. Orders medical supplies needed for the everyday care of the animals, and supplies needed from a list from the veterinarian. Must obtain signatures/approvals by the Veterinarian.
21. Makes requests for all special dietary foods and supplies needed, and must obtain signatures/approvals by the Veterinarian.
22. Supervises City Trustees, Community Service Workers, and volunteers in the kennel areas and when working with the animals.
23. Continue training as needed.
24. Perform other duties as directed.
25. Is on duty 24/7 during emergency situations.

DESIRED MINIMUM REQUIREMENTS

Education and Experience:

1. A high school diploma or General Equivalency Development (GED) certificate is required.
2. Successfully complete the Certified Animal Euthanasia Technician (CAET) training.
3. Successful completion of training and education requirements will include:
 - a. Shelter Testing
 - b. Infectious Disease
 - c. Chemical Restraint
 - d. Emergency Sheltering

All licensures and certifications must be kept up to date.

4. May be required to attend other training and seminars as deemed necessary by the Director or supervisor.

General Requirements:

1. Must be 18 years or older at the time of employment.
2. No felony convictions and disqualifying criminal history.
3. Must be a U.S. citizen.
4. Must be able to read and write the English language.
5. Must be of good moral character and of temperate and industrious habits.
6. Must have a valid drivers' license without record of suspension or revocation in any state.
7. Must have passed all government background checks in order to obtain necessary certifications and licensures including but not limited to D.E.A background checks.

Minimum Required Knowledge, Skills and Abilities:

1. Working knowledge of computers and various computer programs including Word.
2. Able to operate standard office machines such as but not limited to printers, fax machines, calculators and copy machines. Working knowledge of modern office practices and procedures.
3. Ability to execute internet search for information pertaining to Animal Control.
4. Ability to handle stressful situations and/or work with frequent interruptions or distractions.
5. Ability to work with little or no supervision.

Other Requirements:

Must receive a "Meets Acceptable Level" on annual evaluation or may be terminated by the Chief of Police.

Tool Requirements:

Computer, printer, fax machine, radio, washer, dryer, broom, mop, wagon leashes, poop scoop, cleaning supplies, various chemicals, syringes, control stick, microscope controlled substances, incinerator, autoclave, reciprocating saw.

Physical Demands:

The physical demand described here are representative of those that must be met by the Animal Control Kennel Technician to successfully perform the essential functions of this position.

1. In the performance of the employee's duties, the employee is frequently required to stand, pull, push, climb or balance, stoop, crouch or crawl, bend or kneel and be able to use hands and arms to reach and stretch.
2. Vision abilities include reading typed and hand writing documents, computers, maps, and able to adjust focus.

3. Able to hear and speak clearly.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. Must be able to lift and carry objects or animals of various sizes and weights up to 50 pounds.

Work Environment:

1. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places. The employee is exposed to wet and / or humid conditions, fumes, airborne particles, toxic or caustic chemicals, human biohazards, dead animals, extreme cold, extreme heat and vibration. Generally, work will be inside the climate-controlled facility, some duties are performed in all weather conditions and temperature extremes.
2. Duties may expose an individual to disease bites/scratches and other possible dangers while handling animals.
3. The employee must not be allergic to animals, pet care supplies, pet food products, or pet cleaning supplies. Must be able to work with and around commercial grade cleaning products and household cleaning agents.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required of this position.

Selection Guidelines:

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the employee performing his or her duties of work either similar, related to or a logical assignment to the position.

This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:



Chief of Police or Designee



Civil Service Personnel Director