

Brazos Animal Shelter Animal Care Technician I Job Description

EXEMPTION/NON-EXEMPT: Non-exempt

REPORTS TO: Operations Director

SUMMARY

Performs, trains, assigns, and assists Animal Care Technicians, community service and volunteers in a safe, sanitary, and humane care of animals in the shelter. Able to communicate professionally with local veterinarians, veterinarian students and faculty at Texas A&M, College of Veterinary Medicine. Order, record and maintain supplies necessary for the care of the animals in the shelters.

DUTIES AND RESPONSIBILITIES

Keeps Operations Director advised of all shelter activities or needs.

Work with other shelter personnel, volunteers, and community service workers to achieve a clean and sanitary environment for the animals in the care of the shelter.

Treats animals humanely, with respect and concern both on and off the job and transmits these values to others.

Keeps accurate record keeping of all drug use required by law.

Data entry of all client information

Electronic entry and maintenance of all records pertaining to daily business including but not limited to: Animal records, supplies, medicines, vaccine, intake and disposition information etc.

Order medical supplies and keeps inventory current.

Order food and checks all animal care necessary supplies.

Order and maintains all kennel cleaning supplies.

Notifies Operations Director of any supplies needed that are not normally ordered.

Fills in other staff positions as needed.

Generate list of animals requiring health evaluations.

Generate daily euthanasia list

Observe and evaluate animal temperament and provide written documentation.

Evaluate, record and provide disposition on all animals in the shelters care.

Participates in euthanasia

Unpacking/stocking supplies as needed.

Answer telephones

Assist citizens with animals

Participate in meeting with other members of the staff and share ideas and suggestions designed to improve working conditions and the organization.

Transport animals to the Texas Veterinary Diagnostic Lab for Rabies testing submission in town or out of town.

Supervise community service and volunteers.

Set interdepartmental and personal goals.

Interfaces with veterinarians in Texas A&M student teaching programs.

Perform and assist other technical staff in the preparation of programs associated with the Texas A&M, College of Veterinary Medicine.

Administers and assists other technicians in prescribed medication treatment for animals in the shelters care.

Perform related duties as required.

EDUCATION/EXPERIENCE

Required:

High School Diploma or GED

Must be able to read and write the English language

Preferred:

Animal technician experience or related college courses

SKILLS/ABILITIES

Ability to handle the stress associated with euthanasia of animals, loud noises, and strong odors.

Ability to work well with animals and people.

Able to use computer.

Ability to work in a fast-paced and challenging work environment.

Ability to handle stress associated with irate clients, loud noises, strong odors, crematorium, and euthanasia.

Ability to work as a member or a team to ensure smooth functioning and positive public image of the organization with heavy emphasis on customer service.

Good oral and written communication skills.

General knowledge of computers

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C drivers license with a good driving record as measured by the drivers evaluation system.

Must be able to receive pre-exposure Rabies vaccine (three vaccines in arm)

Current on Tetanus vaccination or able to receive Tetanus booster

Able to complete and pass the Euthanasia Training Course

WORKING CONDITIONS AND PHYSICAL DEMANDS

Physical efforts include:

Lifting 50 lbs or more

Loading, unloading and cleaning crematorium.

Working in a non-air conditioned areas with loud noises and strong odors

Handling stress associated with euthanasia

Standing, lifting, bending, and walking.

EQUIPMENT

Computer, restraining equipment, crematorium, and cleaning equipment