

KENDALL COUNTY

ANIMAL CONTROL KENNEL TECHNICIAN

GENERAL SUMMARY

Under general supervision, the purpose of this position is to provide general care and maintenance of shelter animals. This encompasses providing necessary services for humane feeding, watering, and caring for animals on the campus, as well as performing related work in maintaining and operating the kennels in a sanitary and efficient manner, an Animal Care Technician may have direct interaction with potential adopters, and must always present him/herself in a professional manner and consistent with the guiding principles and values of the Kendall County Sheriff's Office.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Prepares food for and feeds animals regularly. Puppies under three months of age are fed twice a day. Older dogs are fed once a day.

Prepares food for and feeds cats each morning.

Makes sure all animals have water at all times.

Washes and disinfects all animal food and water bowls every day prior to feeding.

Cleans and disinfects inside and outside of all dog kennels, walls, and floors on all cages everyday.

Inspect all cages several times a day to ensure that any animal waste is picked up, immediately.

Ensures all litter pans are clean and kept clean throughout the day.

Cleans and disinfects inside of all cattery cages, cattery walls, and ensures that the cattery is kept clean throughout the day.

Maintain a neat and orderly appearance of all kennel areas.

Washes and disinfects all cat carriers used for transport every day.

Deliver animals to Animal Control Officers for euthanasia and other medical procedures.

Make certain that the right animal is being delivered by checking the door card against the animal's collar for matching ID numbers and all information for the animal matches.

Provides continual monitoring of animals housed in the facility and reports any signs of illness or injury to the Administrative Assistant.

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Medicates and administers first aid at the direction of the Veterinarian, Administrative Assistant or Animal Control Officer.

Assist in cleaning, sweeping, and mopping all areas of the facility.

Stock food items and assists in the transfer of donated food to the food room.

Washes towels and rags used in the bathing of animals and the cleaning of the facility.

Ensures door cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location.

Assist the potential adopter with a good match for family or individual.

Assist the customer with any assistance they may need regarding any animal.

Answer phone calls, take messages and relay to officers and other personnel.

Maintain and file records of: Animal impound files, animal adoptions, return to owner, and owner claims.

Perform any other duties as assigned.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one (1) to two (2) years previous experience or training that includes animal control.

LICENSES AND CERTIFICATIONS

No licenses or certifications are required for this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic knowledge of animal breeds and characteristics desired.
- Basic knowledge of animal health, nutrition, and humane care desired.
- Modern office procedures and equipment.
- Computer equipment.

Ability to:

- Ensure the practice of animal health/welfare according to policies and procedures of The Kendall County Sheriff's Office.
- Deal tactfully and effectively with staff, volunteers, and the general public.
- Communicate the English language effectively in oral and written form.
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.