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## POSITION DESCRIPTION

**POSITION TITLE:** Animal Care Technician – Temp / Seasonal

**DEPARTMENT:**

**CLASSIFICATION:** Non-exempt

**APPROVED BY:**

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Animal Care Supervisor / Shelter Manager

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

**This position is a full-time, temporary / seasonal position needed from April through October.** The major function of an Animal Care Technician is to provide safe, humane, and thorough care for animals housed at the Kansas Humane Society. This includes sanitizing, cleaning, observing and recording health and behavior as well as assisting with the euthanasia process.

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### ESSENTIAL FUNCTIONS

**Customer Service:** Provide timely, polite, and respectful internal and external customer service regardless of the circumstances. Must remain calm, flexible, and willing to see other perspectives. Provide recognition and support to volunteers for their individual contributions to our agency. Assure that every individual who enters our agency is recognized and treated as a potential donor.

**Disease Control:** Implement infection prevention and shelter sanitation protocol to assure that all animal holding areas, supplies, and equipment are cleaned and sanitized on a regular basis in a thorough and timely manner. Assure good disease control practices by following protocol for the timely removal of physically or behaviorally ill animals as well as maintaining foot baths, following hand washing protocol, and wearing appropriate protective clothing when handling ill animals.

**Animal Handling:** Remain current in humane animal husbandry and handling. Assure that animals in all holding areas are provided with the appropriate supplies and enrichment to enhance their lives while in the care of KHS. Participate in training to assure the euthanasia process is carried out in a safe, humane, and as relaxing manner as possible. Work collaboratively with other shelter departments to continuously improve the level of care provided to the animals in the care of KHS.

**Training:** Participates in staff training and development opportunities as requested. Participates in special events, projects, and cross training programs as needed.

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## QUALIFICATIONS

**EDUCATION/CERTIFICATION:** High School Diploma or Equivalent. Must obtain and maintain status as a KHS Certified Euthanasia Technician.

**REQUIRED KNOWLEDGE:** A background in a care-giving or customer service field. Should prefer and have the ability to cope with emotionally demanding work. Must have the ability to exercise good judgment and make independent decisions with limited supervision.

**SKILLS/ABILITIES:** Customer Service, Flexibility, Conflict Resolution, Independent Decision Making. Respect for the human/animal bond.

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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**TALKING:** Ability to speak effectively and communicate clearly

**AVERAGE HEARING:** Able to hear average conversations

**FINGER DEXTERITY:** The employee is regularly required to use hands to type.

**AVERAGE VISION:** Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### PHYSICAL STRENGTH:

- Repetitive motion above and below shoulder height ( 4- 8 hours daily)
- Repetitive hand scrubbing both at and above shoulder level (2 to 4 hours daily)
- Must be able to use both hands for repetitive actions; firm grasp and fine manipulation. Hands exposed to water and cleaning chemicals on a repetitive basis (6-8 hours daily)
- Deck brushing movement ( 4-6 hours daily)
- Physical restraining of small and large animals 5lb to 100lb
- Pulled/jolted/jumped on by small and large animals 5lb to 100lb
- Lifting, carrying, pushing, pulling, throwing of 5lb to 100lb
- Repetitive climbing of step ladder
- Repetitive stooping to pick up items
- Standing, walking, kneeling on hands and knees, crouching, crawling

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## **WORKING CONDITIONS**

Must be comfortable handling dogs and cats on a daily basis. Will handle sick, injured, or deceased pets. Noise exposure varies and often includes barking and other animal vocalizations. Animal waste contact, smells, and visual exposure are prevalent. Exposure to industrial cleaning supplies.

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## **MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**REASONING ABILITY:** Ability to deal with a variety of variables under only limited standardization.

**MATHEMATICS ABILITY:** Ability to add, subtract, multiply and divide in all units of measure using whole numbers and common fractions.

**LANGUAGE ABILITY:** Ability to read, analyze, and interpret documents. Ability to communicate clearly.

## **INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*