



POLICE DEPARTMENT

JOB DESCRIPTION

KENNEL TECHNICIAN – Grade 3

DEFINITION

Under general supervision from sworn supervisory staff, a kennel technician performs shelter maintenance and clerical duties for the City of Fallon Animal Shelter. The work involves carrying out the day-to-day kennel maintenance, which includes cleaning and care of the facility and animals, and general clerical duties.

DISTINGUISHING CHARACTERISTICS

The classification of Kennel Technician performs the duties of shelter custodian, intake, adoption, and other related clerical duties under general supervision. The Support Services Captain provides general supervision.

An individual holding the position of Kennel Technician is expected to be familiar with and ensure that they abide by the Eight Fundamental Rights of Management at all times. The Eight Fundamental Rights of Management are as follows:

- Be Loyal; to the lawful interests and needs of your employer
- Be Subordinate; comply in the letter and spirit with lawful organizational directives (i.e., values, rules, regulations, policies, procedures, customs and practices)
- Be Available; attend work on a regular and predictable basis and be available for work while at work
- Be Competent; mentally, medically physically and psychologically
- Be Productive; give a full day's work for a full-day's pay
- Be Adaptive; adjust to change
- Be Responsible; accept the consequences of your decisions
- Be Respectful; be nice, easy to get along with and work with others in a harmonious work relationship

ESSENTIAL JOB FUNCTIONS

- Performs animal shelter custodian duties.
- Prepares and maintains necessary reports, logs and records.
- Establish and maintain effective working relationships with individuals contacted in the course of work.
- Schedules and/or performs routine shelter, vehicle and equipment maintenance.
- Other duties and activities as assigned by the Police Sergeant, Police Captain or Chief of Police.

QUALIFICATIONS

Knowledge of:

- Department organization, policies, procedures, and directives.
- Principals, practices, and procedures used in Animal Collection.
- Identification and utilization of principles and techniques that promote community service and appropriate behavior.
- Effective and professional communications through written, oral and mechanical media.
- The purposes and methods of animal control programs.
- Record keeping techniques.
- Geography of the City, County, and specific areas of assignments.
- Knowledge of the dangers of certain cleaning solutions and their proper care and use.
- First-aid, including Cardiopulmonary Resuscitation techniques for humans.

Ability to:

- Operate and have basic computer knowledge.
- Write clearly, accurately, concisely, legibly, and with correct English grammatical construction and spelling.
- Read and interpret complex technical documents in English.
- Analyze problems and have the potential to rationally and calmly take effective action in emergency and stressful situations.
- Plan and effectively present material orally to diverse groups.
- Deal courteously with the general public.
- Establish and maintain cooperative working relationships with coworkers and other City and County employees.
- Effectively use cleaning tools and aids.
- Accurately count money, handle cash transactions, and make change.
- Handle animals safely and effectively with or without issued tools.
- Work set schedule; however, depending on scheduling needs, be available to work weekends and holidays on occasion.
- Operate a vehicle safely.
- Open and close the Animal Shelter, including performing security checks, and ensuring proper procedures are followed.

Education/Experience:

- At date of application filing, must be a high school graduate or possess a GED equivalent.
- At date of appointment, must possess a valid Nevada Driver's License
- Experience with handling domestic and undomesticated animals is preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a public service setting; must meet the physical requirements necessary to safely and effectively perform the assigned duties; must meet the department's psychological and background requirements; walk, stand, sit, for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weight; operate animal control, law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate tools issued for animal collection; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction.

Work Environment: Frequent contacts with domestic and undomesticated animals; with travel from site to site; frequent exposure to dangerous animals; frequently exposed to outside weather conditions, such as extreme cold, extreme heat, rain or snow. The employee is required to work frequently with the public in crisis and non-crisis situations; exposed to potentially hostile environments. The employee is occasionally exposed to fumes or airborne particles; extreme/uncomfortable conditions in various types of structures. The employee is infrequently exposed to toxic or caustic chemicals, moving mechanical parts, working in high precarious places, and risk of electrical shock. The noise level in the work environment is usually moderate; however, the noise level is occasionally loud due to barking animals, etc.