

Shelter Attendant, Part-Time

Dept/Div: Animal Control & Code Enforcement/N/A

FLSA Status: Non-Exempt

General Definition of Work

General maintenance, cleaning, custodial and animal care duties for a 14-kennel county dog shelter. Must work independently to support the care, feeding, health and appearance of animals in the Shelter's care, compliant with State Code. Requires some customer service, supervising visits from rescue agencies, volunteers, potential adopters and owners looking for lost animals. Handles sick and injured dogs, maintains records and files, prepares reports, and completes related work as apparent or assigned. Work is performed under the limited supervision of the Animal Control & Code Enforcement Director and officers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Opens, closes and maintains animal shelter. Feeds and waters animals housed in the shelter. General maintenance (minor repairs, lighting, plumbing, cleaning and clearing drains). Thoroughly cleans and sanitizes dog kennels, sally port and quarantine area.

Observes dogs for changes in behavior, signs of disease; exercises and socializes dogs.

Works with local animal rescue groups; assists with pet adoptions; posts animals and adoption availability on social media; provides customer service (in person, by phone, via social media) to potential adopters and persons seeking to recover lost dogs.

Knowledge, Skills and Abilities

General knowledge of the laws, ordinances and regulations governing the care and control of dogs; thorough knowledge of department policies and procedures required for employee safety, facility maintenance and animal care; ability to keep required records and reports; ability to prepare various reports and correspondence; knowledge in the use of standard office equipment and associated software; knowledge of and in the use of the custodial equipment required for the position; general knowledge of software and Facebook; general knowledge of the care, control and handling of dogs and other animals; ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience in the care of animals, or equivalent combination of education and experience. Knowledge of the geography of the County.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking, hearing, handling, feeling, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions and frequently sitting and reaching with hands and arms; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions

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to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, equipment, barking).

Special Requirements

Rabies and Hep B Shots; additional training within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 10/28/2022