



P.O. Box 239  
Lockhart, TX 78644

# Job Description Form

**Job Title: Animal Shelter Attendant/ACO**

**Date: October 1, 2017**

**Pay Range: \$10.71 - \$12.78 - \$14.85 Hr.**

**Pay Grade: 22 (Non-Exempt)**

**Brief Description of the Job:**

Responsible for all aspects of shelter operation and duties. Provide basic care and maintain a clean and disease free environment for the animals housed at the facility.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below Essential Functions	% of Time	Strength	Physical Demand Code
1. Feed and water animals in the shelter.	5	M, H	C,D,E,F,G H,K,M,N
2. Clean cages and kennels	50	M, H	A,C,D,E,G,H,J,K
3. Maintain shelter buildings and grounds.	5	L, M	M,N
4. Keep accurate records of shelter animals, intake & disposition.	5	S	B, H, I
5. Provide basic first aid to injured animals. Recognize sick animals and determine best course of action, i.e., treat or euthanize. Euthanize animals	15	L,M,H	D,E,F,G,H J,K,P,Q
6. Educate the public about responsible pet ownership.	5	S	R, S
7. Vaccinate and worm animals as appropriate.	5	S	H,I,J,M,Q
8. Handle vicious animals safely.	2.5	M,H	S,F,G,H
9. Adopt animals to potential owners and follow up as required on spaying and neutering.	5	S	R,S
10. Assist Animal Services Officers as needed.	2.5	M,H	C,D,E,F,G,H,J K,L,M,N,O
	100		
A. STANDING    D. LIFTING    G. REACHING    J. KNEELING    M. BENDING    P. BALANCING    S. TALKING B. SITTING    E. CARRYING    H. HANDLING    K. CROUCHING    N. TWISTING    Q. VISION    T. FOOT CONTROLS C. WALKING    F. PUSH/PULL    I. FINE DEXTERITY    L. CRAWLING    O. CLIMBING    R. HEARING    U. OTHER: _____			

**PHYSICAL DEMANDS**

**OVERALL STRENGTH DEMANDS:**

SEDENTARY \_\_\_ LIGHT \_\_\_ MEDIUM \_\_\_ HEAVY X VERY HEAVY \_\_\_.

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u>F</u>	G. REACHING	<u>F</u>	M. BENDING	<u>F</u>	S. TALKING	<u>O</u>
B. SITTING	<u>O</u>	H. HANDLING	<u>F</u>	N. TWISTING	<u>O</u>	T. FOOT CONTROLS	<u>R</u>
C. WALKING	<u>F</u>	I. FINE DEXTERITY	<u>O</u>	O. CLIMBING	<u>O</u>	U. OTHER: _____	<u>O</u>
D. LIFTING	<u>F</u>	J. KNEELING	<u>F</u>	P. BALANCING	<u>O</u>		
E. CARRYING	<u>F</u>	K. CROUCHING	<u>F</u>	Q. VISION	<u>F</u>		
F. PUSH/PULL	<u>F</u>	L. CRAWLING	<u>O</u>	R. HEARING	<u>F</u>		

**THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.**

Physical Demand	Description
SITTING:	To write reports and answer the phone in the office, enter info into computer
WALKING:	On all types of surfaces; primarily on dirt, asphalt or concrete; sometimes on rough terrain, rock or uneven ground.
LIFTING:	Dead and live animals; frequent weights of 1- 50 pounds; occasional weights of 50-100 pounds or more with co-worker; most lifting is from ground level to waist level; lifting of dog food, cat food, and litter of 10 - 50 pounds; occasional lifting of mobile cages to transport animals - 10 pounds plus weight of the animal with co-worker. Lifting from ground to waist or shoulder level.
HANDLING:	To perform most aspects of the job.
PUSHING/PULLING	pulling to get animals out of the truck (animal weights as above under LIFTING); to push open main gates of shelter-over 25 pounds exertion, at least 10 times/day; other gates and cage doors-20 pounds exertion.
VISION:	To observe animals; complete paperwork.
HEARING/TALKING:	To communicate with the public; and other city personnel.
FINE DEXTERITY:	To complete reports; take messages; complete logs.
BENDING:	To pick up animals; feed and water animals; clean lower cages; pick up dog and cat food and litter; put tags on animals; inspect animals.
REACHING:	Into the back of the truck or back of a cage to retrieve animals-at arms length or farther; occasional reaching overhead to retrieve animals from overhead cages.
KNEELING/ CROUCHING:	To pick up animals from the ground (10-20 times/day); to feed animals.
TWISTING:	To leash animals that resist.
CARRYING:	To move animals from kennel to kennel (weights of animals are described in LIFTING).
CLIMBING/ BALANCING:	Rarely to retrieve animals from heights.

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Camera, telephone, radio, computer, catch pole, cat tongs, leash rope, and animal cages.  
Pressure Washer, Carbon Monoxide Tank

**ENVIRONMENTAL FACTORS**

Frequent work outside with exposure to cold, heat and humidity; frequent risk of physical injury from wild or aggressive animals; exposure to noise in shelter from barking dogs; occasional threats from agitated individuals; frequent exposure to chemical substances used at animal shelter: Clorox and other cleaning supplies; Seven Dust, Amdro, Dursban, and other pest control chemicals.

**PROTECTIVE EQUIPMENT**

Gloves, Apron, Face Mask and Goggles

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>O</u>	Emergency Situations	<u>R</u>
Noisy/Distracting Environment	<u>F</u>	Tedious Exacting Work	<u>F</u>
Performing Multiple Tasks Simultaneous	<u>R</u>	Working Closely with Others as part of a Team	<u>O</u>
Danger/Physical Abuse	<u>F</u>	Irregular Schedule/Overtime	<u>O</u>
Frequent Change of Tasks	<u>O</u>	Other (Description Below:)	<u>O</u>
		Verbal Abuse	<u>O</u>

**JOB REQUIREMENTS**

**FORMAL EDUCATION:**

High School diploma or G.E.D required.

**EXPERIENCE:**

Prefer some experience with animals.

**DRIVERS LICENSE**

The applicant shall posses a current/valid Texas Drivers License.  
The applicant must have a good driving record.

**Certifications (\*Required):**

Attain Euthanasia Certification within 18 months of employment  
Attain ACO certification within one year of employment

**OTHER REQUIREMENTS:**

The applicant will be responsible for all aspects of the Shelter Operations and duties.  
The applicant will be self-motivated, be able to problem solve, and work with minimal supervision.  
The applicant will be knowledgeable in animal diseases and care.  
The applicant should have some experience in report writing and entering information into a computer  
[The applicant must be willing to develop outside resources for adoption and rescue purposes.](#)  
Must have excellent communication, interpersonal, and organizational skills.  
Must be caring and sensitive and able to be an advocate for the animals.  
Must be able to euthanize animals that are sick and/or injured, a danger to others or for overpopulation.  
Must be able to lift up to 50 pounds, stoop, bend, and stand for long periods of time.  
The applicant must be able to work with and direct volunteers.  
Must enjoy working with animals, must be compassionate  
Must put forth an effort to locate homes/new homes for as many animals as possible.  
Must be able to scoop dog and cat feces and clean out cat litter boxes.  
[Must be able to assist field ACO when necessary.](#)

**SKILLS**

**READING:**

City laws and ordinances; memorandums and instructions; Departmental policies and procedures; Rabies Eradication Act; reports regarding animals.

**WRITING:**

Record keeping of all activities; log of calls.

**MATH:**

Basic math including addition, subtraction, multiplication and division; count animals; calculate medication and food based on animals weights and age.

**REASONING:**

Analyze situations to determine temperament of animals; understand safety procedures with animals.

**SUPERVISORY/MANAGERIAL:**

N/A

**INTERPERSONAL:**

Deal with the public; communicate in person and by phone to give information, explain animal control ordinances; handle irate or distressed individuals and make attempts to verbally calm them; communicate with other officers, and other agencies.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

**I have reviewed the experience and qualification requirements of the job and I feel I am qualified.**

\_\_\_\_\_  
Employee - Print Name

Jeanne Pendergrass

Animal Services Supervisor

\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Comments:  
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