

# **TANEY COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION**

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**JOB TITLE:** Kennel Tech  
**DIVISION:** Animal Control  
**IMMEDIATE SUPERVISOR:** Animal Control Division Manager  
**STATUS:** Temporary Non-Exempt

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## **ESSENTIAL FUNCTIONS**

- I. Animal Shelter Related Activities 90% of Time
- A. Feeds and waters animals following a routine schedule assuring for proper care and safety.
  - B. Washes and sanitizes food/water dishes.
  - C. Maintains clean work environment by cleaning kennels and bathing animals assuring for proper care and safety.
  - D. Administers medications as scheduled assuring for proper care and safety.
  - E. Works with the public to locate animals that are missing or that are available for adoption.
- II. Administrative Activities: 10% of Time
- A. Maintains an understanding of the costs and services associated with the kennel
  - B. Receives payments and generates a receipt for payments assuring for timeliness and accuracy.
  - C. Receives phone calls and walk-ins. Answers questions, provides clarification, and completes needed follow-up assuring for professionalism and best possible PR for Health Department.
  - D. Transports animals to veterinaries as needed assuring proper care and safety
  - E. Inputs incoming animals, adoptions, redemptions, surrenders, transfers, veterinarian treatments, into shelter software.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

## **BUSINESS EXPECTATIONS**

- Follows all applicable rules, regulations, and policies.
- Attends work regularly and is punctual.
- Behaves professionally and presents a professional business appearance.
- Conducts self in such a way as it reflects positively on the Health Department.
- Fosters positive working relationships and accepts new responsibilities.

## **WORK ENVIRONMENT**

- Average accessibility of all work sites required for the position.
- Average exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.

- Average exposure to dust.
- Above average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- Above normal physical mobility: movement from place to place on the job, considering distance and speed.
- Above normal physical agility: ability to maneuver body while in place.
- Above normal physical strength to handle routine office materials and tools.
- Above normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

### **KNOWLEDGE REQUIREMENTS**

- High school diploma or GED equivalent.
- Passionate about animals.
- Valid driver's license.
- Rabies vaccination.

### **MENTAL EFFORT**

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.
- Average judgment in the evaluation of interpersonal relationships.

### **COMMUNICATIONS**

- Average verbal communication.
- Average written communication.
- Average non-verbal communication.

### **SENSORY ABILITIES**

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.