

ANIMAL CONTROL CLINIC COORDINATOR/VET ASSISTANT
Pulaski County

Department: Animal Control

Reports to: Animal Control Shelter Manager

Supervision Exercised: None.

Supervision Received: Minimal instruction and supervision after orientation period.

Classification (FLSA): Non-Exempt, full-time 40 hours per week. Weekend and holiday work may be required.

ESSENTIAL FUNCTIONS: Performs routine semi-skilled custodial and heavy manual work in the care and cleaning of animal shelter and grounds per state standards, schedules spay/neuter clinic appointments, coordinates rescues, performs administrative work for clinic services, wraps spay/neuter packs, etc. Requires basic Microsoft Office skills, great communication and customer service.

JOB 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. Possession of a valid driver's license issued by the Commonwealth of Virginia is required. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Paints doors, walls, windows, etc. as directed
- Cleans windows
- Cleans and sterilizes food bowls, all kennel components, and sinks
- Feeds and provides water to animals as directed
- Removes old litter and cleans/sterilizes litter pans
- Sweeps, mops, and cleans all floors; waxes and uses buffers on floors as needed
- Cleans rugs as appropriate
- Empties trash and ashtrays
- Loads and unloads cleaning and polishing equipment and materials
- Cleans and restocks restrooms

- Washes blinds; dusts furnishings; periodically cleans windows
- Tends surrounding walks and grounds for litter and waste control
- Occasionally assists maintenance crew in special construction, moving or clean-up projects
- Reports unusual animal behavior, feces, or vomit immediately to Shelter Supervisor
- Assists in washing all laundry, blankets, towels, washcloths, etc. as needed
- Schedules spay/neuter clinic appointments
- Coordinates rescues
- Performs administrative work
- Wraps spay/neuter packs

KNOWLEDGE SKILLS AND ABILITIES:

- General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently
- Ability to understand oral and written directions
- Ability to understand the proper sanitizing of hands and equipment to prevent the spread of disease
- Ability to perform tasks in an orderly manner and under a prescribed schedule
- Ability to utilize globally approved cleaning standards as set forth by the ASPCA
- Ability to get along with others
- Ability to work and cooperate with inmates assigned to custodial and maintenance duties
- Ability to work and communicate well with the public

ADA REQUIREMENTS: Ability to lift a minimum of 25 pounds to a maximum of 75 pounds on a daily basis; Ability to perform work under varying climatic conditions Ability to climb steps, crawl under equipment, use ladders, etc.; Ability to perform continuous heavy manual work at a rapid to moderate pace for two hour consecutive intervals with one to two, five to ten minute breaks within each interval; Ability to read and write; Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to completion of high school or GED
- Experience working with animals is desirable.

SPECIAL REQUIREMENTS:

- No allergies to cats or dogs
- Has not been convicted of animal or child cruelty or any other animal related offense

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Employee: _____

Date: _____