

Champaign County Job Description

Job Title: Kennel Worker

Department: Animal Control

Reports To: Animal Control Director

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: November, 2004

SUMMARY Responsible for intake of impounded animals, including the classifying, care and handling of those animals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Cleans and maintains kennel area of Animal Control Facility, in such a manner as to provide an odor free and low stress environment for the animals.

Feeds and provides daily care for all animals in the County's care.

Handles and controls animals impounded by Animal Control departments. This includes difficult to handle and potentially dangerous animals.

Reports to the Animal Control Director or veterinarian any potential health or behavioral problems involving the animals in the County's care.

Maintains records of animals impounded.

Light cleaning of offices, emptying trash, mopping of floors and cleaning of restrooms.

Assists with euthanasia of animals.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and six months experience working with animals is desirable; or equivalent combination of education and experience. Requires thorough knowledge of animal handling skills, animal behavior, and animal care.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Illinois Driver's License required. A humane euthanasia license or the ability to obtain such license within 1 year.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to noxious odors, fumes or airborne particles; toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury. The noise level in the work environment is usually moderate to occasionally loud.

Note: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.