

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION **An Equal Opportunity Employer**

POSITION TITLE: Kennel Attendant

DIVISION: Dog Shelter

CIVIL SERVICE STATUS: Classified, FLSA Non-Exempt

EMPLOYMENT STATUS: FT / Regular

REPORTS TO: Chief Dog Warden

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously.
- Ability to maintain confidentiality of information.
- Demonstrates regular and predictable attendance.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

- Requires the use of independence and discretion in the performance of duties.
- Receives, identifies, cares for, separates, and releases dogs in the Dog Shelter.
- Recognizes illness, habits, behavior, and common diseases of dogs; learns techniques and equipment used in capturing, restraining, and receiving, caring for, grooming, and releasing dogs.
- Cleans kennels and performs other routine tasks.
- Maintains and prepares logs, records, and reports.
- Controls dogs of varying sizes and weights.

POSITIONS SUPERVISED:

- None

QUALIFICATIONS:

High School Diploma or GED and any combination of education, training, and experience, which provides the necessary skills, knowledge, and abilities to perform the work of this job. Other requirements include:

- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, Rules and regulations.

- Must possess the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records and interpret general instructions.
- Have ability and commitment to work with the public.

COMPUTER / TECHNOLOGY / SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, shelter database software, and other miscellaneous County related software applications.

EQUIPMENT OPERATED:

Equipment: Control poles, materials, and specialty items used in canine control procedures.

ADDITIONAL WORKING CONDITIONS / PHYSICAL DEMANDS:

- May be required to report for disasters, emergencies, drills, exercises, or other critical events related to the mission of the agency.
- May be required to drive in inclement weather.
- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow, and ice.
- May be exposed to noise, vibration, physical hazards, oil, fumes, dusts, mists, gases, or poor ventilation.
- May require working in rough terrain, climb ladders, / steps, and working in confined spaces.
- Requires physical ability to lift up to fifty (50) pounds and the ability to work for extended periods of time.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- A valid Ohio Driver's License and insurability under the County's Motor Vehicle Policy.

Kennel Attendant

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

Date

Employee Signature

Date

Date Adopted: 1/6/23