



CLASS SPECIFICATION

Class Code: 60018776
Date Established: 07/2020
Last Reviewed: 12/2022
Last Revised: 12/2022
Last Title Change:
FLSA: non-exempt
Probation: 6 months

ANIMAL SERVICES LEAD CARETAKER

DEFINITION

Under general supervision, provides lead direction and work coordination for Animal Services Caretakers; provides a variety of animal care services at Regional Animal Services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience in the care and handling of animals in a professional work environment including six months of lead or supervisory experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATES

Possession and maintenance of a valid driver's license is required at the time of appointment.

Possession of, or ability to obtain and maintain, a valid certification as a euthanasia technician is required within one year of appointment.

Possession of, or ability to obtain and maintain, a valid pharmacy certificate is required within one year of appointment.

SUPERVISION EXERCISED

Exercises lead direction over Caretaker staff and technical supervision in the absence of a Kennel Supervisor.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Lead, plan and review the work of staff responsible for providing Caretaker services.

Coordinate program area schedules.

Oversee and lead assigned program area(s) by reviewing and recommending improvements in work methods, techniques, systems and equipment to evaluate and improve the effectiveness, efficiency and utility of operations.

Coach and mentor assigned staff; work with employees to correct deficiencies; implement conflict resolution procedures when necessary.

Assist with training assigned caretaker employees in work methods, techniques, use and operation of equipment.

Verify work of assigned caretaker employees for accuracy, proper work methods, techniques and compliance with applicable standards and procedures.

Develop communication strategies to foster positive change management, engage employee involvement in continuous improvement, and to assist in meeting service goals and objectives for the department.

Ensure assigned personnel perform duties and responsibilities in a safe and prudent manner.

Performs any and all of the Examples of Duties found on the Caretaker job description.

Work independently in intake office to perform intake examinations, administer microchips, vaccinations and medications as well as provide assistance to the veterinarian.

Conduct animal behavior assessments and make recommendations for animal outcomes.

Serve as the primary resource and liaison for the animal rescue group.

Evaluate, develop and maintain enrichment programs for all shelter animals.

Euthanize animals in a prescribed manner, according to appropriate laws and established policy and assist in the preparation of rabies specimens.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Euthanasia practices and procedures and the safe and proper handling of sodium pentobarbital, needles and syringes.

Principles of effective training methods.

Washoe County policies and procedures.

Departmental/division policies and procedures.

County and State ordinances, laws, and regulations.

Computer software specific to the department/division.

Operational characteristics of kennel equipment and tools.

Occupational hazards and standard kennel safety practices.

Ability to:

Provide lead direction, including training, mentoring, assigning, and reviewing work, providing input on disciplinary matters and performance evaluations.

Administer euthanasia in a safe and humane manner.

Correctly use and apply a variety of animal handling skills.

Perform a variety of custodial functions to ensure a clean and sanitary animal shelter.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the general public.

Maintain clear and concise records.

Operate a computer, including minimal typing skills.

Exercise good judgment in handling potentially hostile individuals, animals and situations.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Proper methods and procedures for handling of chemicals and disinfecting agents used in the proper sanitizing and cleaning of animal enclosures including dog kennels, cat cages, aviaries, aquariums, and livestock barns.

Principles and practices of work planning, coordination, and lead direction.

A variety of animal species, breeds and related behavioral and health characteristics.

Principles and practices of animal handling, care, and treatment for small and exotic animals and livestock.

Basic methods of animal capture and restraint for small and exotic animals and livestock.

Mathematical principles.

Modern office procedures, methods, equipment, and software.

Basic custodial and janitorial procedures.

Ability to:

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Write clear and concise reports and correspondence.

Complete and maintain accurate records.

Maintain effective working relationships with others.

Use independent judgment, initiative and problem-solving skills in the application and follow through on decisions.

Perform mathematical computations quickly and accurately.

Deal tactfully and politely with the public when providing information.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Incumbents may work irregular hours, weekends, holidays or evenings.

THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED. This includes animals that are excited and agitated.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, stoop, crouch and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX. Work is performed in office, outdoor and driving environments. Ability to work in varying temperatures; ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.