



## Animal Services Assistant

### SUMMARY

The Animal Services Assistant shall be responsible for performing a full array of duties including duties involved in the care of impounded animals, cleaning and maintaining animal care facilities, and operating light vehicles.

### SUPERVISION RECEIVED AND EXERCISED

The Animal Services Assistant shall receive direct supervision from the Animal Health Supervisor and, after orientation, shall exhibit sufficient initiative to accomplish assigned tasks with minimum direction. The Animal Services Assistant shall be required to advise the assigned supervisor of any unusual or questionable conditions encountered in the area of responsibility.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Caring for impounded animals by providing food, water, comfort and basic grooming.
- Cleaning of individual animal runs and cages.
- Closely observing animal behavior and appearance to identify sick or injured animals.
- Demonstrating an ability to handle animals in a humane and compassionate manner.
- assisting with euthanizations including disposal and handling of animal carcasses in a humane and prescribed method.
- Cleaning and maintaining animal care facilities.
- Periodically disinfecting various animal housing areas.
- Cleaning animal bowls and other equipment as needed.
- Isolating sick, quarantined, or injured animals, closely monitoring their condition.
- Notifying the supervisor or other staff members if an animal needs immediate veterinary care.
- Demonstrating a full understanding of all applicable policies, procedures and work methods associated with assigned duties.
- Accepting animals turned in by the public and completing the necessary paperwork.
- Housing such animals in the appropriate run or cage.
- Assisting the public with adoption of animals or answering questions.
- Assisting other staff members as needed.
- Performing additional duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The Animal Services Assistant shall have continuing contact with municipal officials and employees of the Town of Apple Valley, members of the commercial, industrial and business communities and with the citizens of the Town of Apple Valley.

The Animal Services Assistant shall cooperate with these individuals in accomplishing assigned tasks.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:*

Minimum of high school diploma or equivalent and one (1) year general work experience as well as a demonstrated aptitude for working with animals; and shall have general knowledge in all aspects of animal care, handling and sheltering.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

None.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The Animal Services Assistant shall be exposed to moderate exposure to dust, temperature, noise and inclement weather, with occasional exposure to hazardous work conditions, including contact with potentially wild, dangerous and diseased animals. Physical demands may vary from light to heavy; applicant must have sufficient mobility for frequent sitting, standing, walking, bending and stooping for prolonged periods of time; and may require pushing, pulling and lifting weight in excess of seventy-five (75) pounds.

Although occupational hazards are seldom encountered, the Animal Services Assistant shall observe all safety procedures prescribed by the Town of Apple Valley.

*\*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*