

<b>Job Class Code: 7021</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Code: 1</b>	<b>EEO Category: 8</b>

**GENERAL DESCRIPTION**

The purpose of the class is to provide care for animals in the City Animal Shelter. The class is responsible for general animal care, euthanasia, and records maintenance. The class also trains new Shelter Attendants and provides guidance when needed. The class works according to some procedures, deciding how and when to do things under general supervision.

**TYPICAL TASKS**

- Provides general care for animals in the shelter, including watering, feeding, grooming, performing routine tests and exams, and wound treatment.
- Cleans cages/kennels housing animals.
- Performs daily inspections of animals; completes an animal count and sick list.
- Administers prescription medication under direction of a veterinarian and routinely gives vaccinations.
- Performs assessment of animals for adoption suitability; determines movement of animals into adoption areas.
- Interacts with the public to provide information on shelter animals or to assist with adoptions.
- Transports animals to a veterinarian or groomer as directed.
- Performs euthanasia and maintains euthanasia certification.
- Performs maintenance on the building as directed.
- Performs routine record keeping and animal intakes.
- Trains and oversees new shelter attendants, workforce, and community service.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Compares or inspects items against a standard.
<b>Interpersonal/People Involvement</b>	Follows instructions and orders of Supervisor. Communicates and assists the public. May give guidance and/or instruction to other staff members.
<b>Reasoning Requirements</b>	Performs semi-routine work solving problems and making occasional decisions.
<b>Mathematical Requirements</b>	Requires the use of symbols, numbers and formulas to solve mathematical problems and perform calculations.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes uncomplicated routine job forms; speaks routine sentences using basic grammar.
<b>Mental Requirements</b>	Performs repetitive manual, clerical, or operating tasks in accordance with established procedures; performs short term planning; requires concentration for accurate results.

<b>Decisions/Supervisory Control</b>	Guides others and makes some decisions; may stand in as Supervisor in his/her absence.
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED, and any combination of education and experience equivalent to satisfactory completion of one year of college education. Certificates of completion for specific animal care classes designated by the Animal Services Unit are also required.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, a minimum of two years of related experience is required.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires certification in euthanasia determined, by attending veterinarian, to be obtained within one year of date of hire.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*