

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Part-time General Service Worker/Kennel Worker
2009**

EMPLOYMENT

CLASSIFICATION: Part-Time

DEPARTMENT: Police Department

REPORTS TO: Patrol Lieutenant

PURPOSE/OBJECTIVE OF JOB: Under supervision, assists in the feeding, care, destruction, and disposal of animals. Maintains the facility in a clean and orderly condition; including but not limited to repair work, painting etc. Does other related work as required.

LEVEL OF SUPERVISION REQUIRED: None

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(NOTE: All duties are considered essential because there limited persons in this position)

- 1) Feeds and cares for impounded animals.
- 2) Cleans animal pens and cages.
- 3) Maintains facility and related grounds in a clean and, safe and orderly condition.
- 4) Assist the Animal Control Officer (who normally perform) the duty of destroying and disposing of animals in accordance with prescribed procedures.
- 5) Segregates and quarantines animals in accordance with prescribed procedures.
- 6) Processes animals in and out.
- 7) May issue licenses and collect fees.
- 8) Maintain accurate records and prepare daily reports.

MARGINAL JOB DUTIES AND RESPONSIBILITIES:

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.

ESSENTIAL POSITION REQUIREMENTS:

1. Possession of a valid California Driver's License and good driving report.
2. Must be at least 18 years of age.

3. Possession of a high school diploma or GED equivalent.
4. Must be able to pass a background investigation and physical/medical exam including a drug test.

MINIMUM QUALIFICATIONS:

1. Ability to learn the Laws, ordinances, rules and regulations governing the impounding, releasing or destruction of animals.
2. Knowledge of proper methods for the care, feeding and treatment of animals.
3. Knowledge of behavior and handling of common domestic or wild animals.
4. Knowledge of methods and equipment used in the care and control of animals.
5. Knowledge of safe working practices.
6. Knowledge of basic record keeping principles and practices.
7. Ability to identify symptoms and behaviors associated with rabies and other common domestic animal diseases.
8. Ability to deal tactfully and effectively with the public.
9. Ability to work shifts or alternative schedules and 24 hour call.
10. Knowledge of use and care of standard hand and power tools.
11. Ability to do preventive maintenance and minor repairs to the equipment and facility.
12. Ability to follow oral and written instructions work independently without continuous supervision.

ESSENTIAL POSITION REQUIREMENTS:

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Communicate and work effectively with public and employees.
4. Work effectively under pressure.

ESSENTIAL PHYSICAL REQUIREMENTS:

Strength: Moderate to heavy. See attached CA RU-91.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

ADA/EEOC Job Description

Approved by City Manager

William T. Weil

December 30, 2009