

**Hardin County Fiscal Court
Job Description**

Kennel Tech

January 22, 2013

**Animal Control
Pay Grade 3**

Job Summary

The purpose of the position of Kennel Tech is to perform semi-skilled and manual work to properly and efficiently maintain the animal shelter and care for impounded animals. The Kennel Tech should be able to work on a regular schedule and perform other duties as assigned.

Major Essential Duties

- Clean and feed the animals daily in accordance with animal shelter standards
- Maintain buildings, grounds and equipment in a safe and sanitary condition
- Assist in euthanasia for unwanted and stray animals as required
- Quarantine rabies suspects for 10 days at the animal shelter
- Take in animals that are unwanted or stray
- Permit the adoption of animals and collect adoption fees
- Enforce the animal control ordinances, statutes and regulations of the state, county, and cities inside of Hardin County
- Pick up animals for transportation to the animal shelter
- Perform related work as assigned
- Assist the veterinarian in any related tasks in the spay/neuter program

Minor Essential Duties

- Answer telephone calls and take messages and complaints
- Support and participate in training and exercise programs and classes
- Issue and collect fees for dog and kennel licenses and furnish appropriate tags
- Maintain records related to the issuance of licenses and fees collected
- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture

Supervisory Responsibility

- None

Relationships

The Animal Control Kennel Tech performs the manual duties within the Animal Control Shelter under the direct supervision of the Animal Control Director

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred
- Working knowledge of county government operations is preferred
- Knowledge of animal behavior patterns and disease symptoms
- Knowledge of caring for and feeding animals or willingness to learn
- Some experience in animal control or any equivalent combination of training or experience preferred

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write occasional reports

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability

- Solve practical problems
- Interpret some technical and instructional material
- Make decisions which serve the County's best interest

Certificates, Licenses, Registrations

- Current Commonwealth of Kentucky driver's license

Other Knowledge and/or Skills

- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to operate vehicles and equipment used in the performance of job duties
- Ability to understand and follow oral and written instructions
- Possess physical capabilities to chase and safely control animals
- Ability to perform aspects of the job, which routinely include lifting heavy objects (up to 100 pounds) and pursuing animals in all environments
- Some knowledge is preferred of animal behavioral patterns and disease symptoms

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to finger, handle, feel
Lift and/or move up to 100 pounds

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

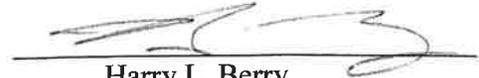
The noise level is usually moderate to high.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests

- Must adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be at least 18 years of age

Date Approved: 1/22/13


Harry L. Berry
Hardin County Judge/Executive