

**McDUFFIE COUNTY, GEORGIA
CLASS SPECIFICATION**

Job Title: Shelter Technician Part Time
Department: Animal Services
Reports To: Animal Services Director

Dept Code: 3910
Date: 12/2023

JOB SUMMARY:

The McDuffie County Animal Services Part Time Shelter Technician is responsible for perform manual and semi-skilled work involving the care for all animals within the shelter, regular cleaning and maintenance of the McDuffie County Animal Shelter, as well as assisting with adoptions and other duties. The Shelter Technician reports to the Animal Services Director.

JOB ESSENTIAL FUNCTIONS:

- Clean and maintain the animal shelter
 - Clean and sanitize (mopping, sweeping, laundry, dishes, etc.) facility, concentrating on animal areas and related equipment/materials in accordance with the shelter's standard operating procedures
 - Make minor repairs to equipment and facility
- Maintain the welfare of the animals in the shelter in accordance with shelter guidelines
 - Provide general care to animals by bathing, grooming, treating for fleas/ticks as needed, etc.
 - Provide fresh food daily to all animals housed at the facility and according to feeding schedule and dietary needs
 - Administer medication and other treatments, as needed, under the direction/supervising of the Shelter Director or Supervising Veterinarian
 - Walking and picking up after the dogs, in all weather conditions
 - Observe all animals for signs of illness, injury or any unusual behaviors and report any changes to the Shelter Manager or Supervising Veterinarian
 - Assist and support veterinarian staff with the medical care of animals in the shelter
 - Prepare and/or process a variety of documentation such as microchip forms and animal cage cards
 - Transport live animals as needed
- Other duties
 - Interact and communicate comfortably with various groups and members of the general public
 - Assist with adoptions and community events
 - Supervise introduction of potential adoptions
 - Enter and track calls, requests for assistance, adoption inquiries
 - Take pictures for animal records
 - Enter animal records into the assigned computer system

- Assist the Director with any other tasks
- Answer incoming calls and return calls

PHYSICAL REQUIREMENTS:

- Physical ability to walk and/or stand on your feet throughout a normal workday required
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods
- Physical ability to push/pull up to 150 pounds and to carry/lift up to 50 pounds regularly throughout a normal workday required
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification
- Ability to work irregular hours to include days, holidays, and weekends
- Ability to work with and handle stressed, injured and possibly aggressive animals safely and humanely

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Previous experience in an Animal Shelter or related field preferred
- Ability to communicate professionally, courteously and compassionately interact with the general public
- Proficiency with word processing and spreadsheet software
- Knowledge of basic animal behavior
- General maintenance and repair skills preferred
- Possess and maintain a valid driver's license
- Must have reliable transportation