



JOB DESCRIPTION

Effective Date: _____

Title:	Kennel Technician-PT	FLSA Status:	Non-Exempt
Department:	Animal Control	Essential Status:	Non-Essential
Division:		Pay Scale	C
Reports to:	Animal Services Manager		

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Animal Services Manager
2. Directs: None
3. Other: Deals with the general public and other local officials.

GENERAL STATEMENT:

Kennel Technicians are responsible for the daily care of all animals at the City of Everman. This position conducts proper cleaning and disinfecting of all rooms to provide a healthy environment for the animals in our care.

EXAMPLES OF WORK:

- Clean and sanitize kennels, cages, and common areas according to established protocols.
- Feed and provide water to animals based on their individual needs and dietary requirements.
- Monitor the health and behavior of animals, and report any concerns to the supervisor.
- Exercise and socialize animals in designated areas as per the provided schedule.
- Administer medications, treatments, or special diets to animals as directed by the supervisor.
- Assist with grooming tasks such as bathing, brushing, and nail trimming.
- Maintain accurate records of animal intake, feeding, medications, and other pertinent information.
- Assist with intake and discharge procedures for animals, including handling paperwork and coordinating with owners or rescue groups.
- Assist with basic animal training and behavior modification exercises as needed.
- Provide support to staff during medical procedures or examinations.
- Ensure compliance with all safety protocols and regulations to maintain a secure environment for animals, staff, and visitors.
- Perform general maintenance tasks such as cleaning floors, washing laundry, and restocking supplies.
- Participate in staff meetings, training sessions, and continuing education opportunities as required.
- Perform other duties as assigned by the supervisor or management.



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High school diploma or equivalent.
- Previous experience working with animals in a professional setting preferred.
- Knowledge of animal care principles, including basic nutrition, hygiene, and behavior.
- Ability to handle animals safely and compassionately, including those that may be aggressive or fearful.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Physical stamina and ability to lift and carry objects weighing up to 50 pounds.
- Willingness to work flexible hours, including weekends, holidays, and evenings.

CERTIFICATIONS AND LICENSES REQUIRED:

- High School Diploma or equivalent
- Applicable valid Texas Driver's License
- Must be bondable

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is primarily performed in a kennel or animal care facility.
- Exposure to animal allergens, odors, and cleaning chemicals is common.
- May be required to work outdoors in various weather conditions.
- Regularly required to bend, kneel, crouch, and lift heavy objects.
- Must adhere to strict safety protocols to minimize the risk of injury.

SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and may be adjusted or supplemented as needed to meet the evolving needs of the organization.

I have reviewed this job description and received a copy:

Signature of Employee

Date