



Personnel Request Form

TITLE OF POSITION Kennel Technician	POSITION PREVIOUSLY REQUESTED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DEPARTMENT Animal Control	DEPARTMENT NUMBER
IMMEDIATE SUPERVISOR Animal Services Manager	PROJECTED START DATE 10/01/2026
TYPE OF POSITION <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	
SALARY GRADE/HOURLY RATE 12.98-15.38 H	SALARY RANGE 27,000-32,000 A
OTHER INFORMATION <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full-Time <input type="checkbox"/> Regrade Existing Position <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Reclassify Existing Position <input type="checkbox"/> Seasonal or Temporary	
JUSTIFICATION OF POSITION To provide expanded services to the residents of Joshua by increasing open hours. This will provide more opportunities or reclaims, adoption, and public interaction at the shelter. The position will also help ensure the safety of the employees while working maintaining 2 employees at the shelter during all working hours.	

A JOB DESCRIPTION MUST BE ATTACHED TO THIS FORM.



DESK/WORK LOCATION Animal Shelter	
ADDITIONAL COSTS OF POSITION	
Computer/Licenses/Programs:	\$304
Phone/Cell Phone/Allowance:	NA
Supplies/Equipment:	NA
Training/Dues:	\$400 TACA membership, Euthanasia training
Uniforms/PPE:	\$175 Scrubs \$38 Shoes \$28 Rubber Boots
Car Allowance/City Vehicle/Fuel:	NA
Other:	\$130 Bond

Department Head Signature 

HR Verification of Salary/Job Description _____

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POSITION DESCRIPTION

Kennel Technician

Department: Animal Services

FLSA Status: Non-Exempt

Part-time

Occupational Cat.: Animal Caretakers

Reports to: Animal Services Manager

POSITION SUMMARY

Under general supervision, the Kennel Technician ensures the health and welfare of animals at Joshua Animal Services by maintaining a clean, safe, and healthy environment. This role supports the Animal Services Manager and Animal Control Officers by assisting with public inquiries, record-keeping, and daily shelter operations.

ESSENTIAL JOB FUNCTIONS

- Feed, walk, exercise, and bathe animals as needed.
- Administer medications as directed by the veterinarian or supervisor.
- Clean and sanitize kennels, cages, and common areas.
- Maintain shelter facilities, including sweeping, mopping, trash disposal, and equipment checks.
- Assist staff with animal restraint and customer interactions.
- Receive incoming animals, conduct initial exams, and update records in shelter software.
- Provide customer assistance, update files, and assist with reports and data entry.
- Identify and report signs of illness or behavioral issues in animals.
- Manage shelter supplies and recommend orders when needed.
- Maintain records, logs, reports, and documentation for animal control activities.
- Ensure compliance with federal, state, and local animal welfare regulations.
- Respond to emergency situations, including after-hours, weekends, and holidays.
- Maintain regular, reliable attendance.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Animal care, handling, and disease recognition.
- Shelter policies, procedures, and relevant animal control regulations.

- Office administration, record-keeping, and data entry.
- Effective verbal and written communication.
- Ability to interact professionally with the public and colleagues.
- Ability to work independently and follow procedures.
- Strong customer service and interpersonal skills to interact with the public, city staff, and external partners.

PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS

High school diploma or equivalent preferred.

Any combination of experience and training that provides the required skills.

Valid Texas Class C driver's license with a satisfactory driving record.

Ability to pass a pre-employment drug screen, background check, credit check, and MVR check.

Must maintain required continuing education credits for applicable certifications.

Must be eligible for bonding under the City's public employee and fidelity bond coverage.

Ability to obtain Euthanasia within 12 months.

PHYSICAL AND NON-PHYSICAL DEMANDS

This role involves a mix of indoor and outdoor work in various weather conditions. The kennel technician must frequently stand, walk, bend, kneel, and lift up to 100 lbs. Handling animals, operating specialized capture equipment, and driving an animal control vehicle are routine tasks.

The position requires strong multitasking abilities, emotional resilience, and the ability to respond calmly in high-pressure situations. Emergency on-call hours may be required, with response times ranging from 30 minutes to 60 minutes.

OTHER IMPORTANT DUTIES & REQUIREMENTS

Must adhere to city policies, ethical standards, and confidentiality requirements. Subject to emergency callouts and schedule adjustments.

TOOLS AND EQUIPMENT USED

Standard office equipment including telephone, computer, tablet, fax machine, copier, shredder, scanner, printer, animal catchpole, animal traps, snares, various animal capture/transport equipment, syringes, hypodermic needles, maps, etc.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Primarily an indoor setting with routine outdoor exposure. Work may involve loud noise, animal bites, scratches, or physical hazards. The schedule may include nights, weekends, holidays, and emergency callouts.

JOB DESCRIPTION VERIFICATION AUTHORIZATION

The statements above describe the general nature and level of work assigned to this position. They do not encompass all responsibilities, duties, and skills required of individuals in this role. The job description is subject to change based on the needs and requirements of the City of Joshua. This job description does not constitute an employment contract and is subject to change by the City of Joshua based on operational needs.

ADA/EEO COMPLIANCE

The City of Joshua is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City provides reasonable accommodations to qualified individuals with disabilities and encourages prospective and current employees to discuss potential accommodations as needed.

EMPLOYMENT PROCESS

Candidates for this position must complete a formal application process, which includes an evaluation of education and experience, an oral interview, reference checks, a criminal background check, and drug screening. Additional job-related testing may be required.

Employee Signature

Employee Name (Printed)

Date

Approved Master Copy

Department Manager Signature

Department Manager Name (Printed)

Date

City Manager Signature

City Manager Name (Printed)

Date