



## King William County

## Animal Care Technician - Part Time

<b>SALARY</b>	\$14.75 Hourly	<b>LOCATION</b>	King William, VA
<b>JOB TYPE</b>	Part-Time Regular	<b>JOB NUMBER</b>	072623
<b>DEPARTMENT</b>	Regional Animal Shelter	<b>DIVISION</b>	ANIMAL CARE TECHNICIAN
<b>OPENING DATE</b>	07/26/2023	<b>CLOSING DATE</b>	Continuous

### General Description

The Animal Care Technician (ACT) is responsible for maintaining a safe and sanitary facility for animals and people in accordance with all statutes, ordinances, and regulations pursuant to the operation of pounds and the sheltering of animals. Lawful, proper, and humane care of animals shall be their primary responsibility. Assures all animals' nutrition, sanitary housing and basic medical needs are met on a daily basis. Proper performance of duties is essential to preserve the health of animals and to prevent the spread of disease within the shelter. Assists the public when reclaiming, adopting or admitting animals and promotes responsible pet ownership in conversations with customers. This is an Essential Personnel Position and attendance is required during all weather extremes or environmental emergencies, to care for animals in the Shelter. Receives direction from and reports to the Animal Shelter Manager. Part-time Animal Care Technicians work a rotating schedule that repeats every 2 weeks. Weekends and holidays as scheduled are required. Part-time Animal Care Technicians who are assigned to the kennel work 8 a.m. to 4 p.m. when scheduled Monday through Friday, Saturday 8 a.m. to 2 p.m., and Sundays and holidays 8 a.m. to 1 p.m. and average 104 hours per month. Part-time Animal Care Technicians who are assigned to cat care work 8 a.m. to 1 p.m. when scheduled Monday through Friday, Saturday 8 a.m. to 2 p.m., and Sundays and holidays 8 a.m. to 1 p.m. and average 72 hours per month.

### Essential Functions

Responsible for duties related to the daily care of Shelter animals to include cleaning and disinfecting of the animal holding areas and walkways.

Perform continual maintenance and housekeeping duties to include minor repairs and upkeep of the Shelter workrooms and public areas.

Reports equipment in need of repair or replacement to the Animal Shelter Manager.

Assure that animals receive species and age specific food in sufficient quantity and water.

Provide safe and humane handling of animals in the Shelter.

Observes and evaluate animals for signs of illness or injury and reports symptoms to Animal Shelter Manager.

Dispense medications as prescribed and directed, and verify that animals have swallowed oral medications.

Assist in performing health and behavior evaluations on individual animals.

Assist in photographing animals for adoption promotion efforts.

Assist in administering scheduled vaccinations and treatments.

Assist in euthanasia procedure.

Bathe and groom any animals that need special attention.

Exercise, socialize and train Shelter animals.

Wash, dry, fold and put away laundry.

Performs routine spot-checks and sanitation of animal holding areas throughout the day to maintain cleanliness.

Remove and dispose of feces in the outside exercise yards and around the outside of the facility.

Assist with inventory and restocking supplies.

Monitor visitors to the Shelter for the safety of citizens and animals.

Assist customers who are seeking lost pets and those interested in adopting. Respond to questions about the adoption process and specific animals. Assist customers in reclaiming their animals, or in completing adoption applications.

Assist with the intake of animals, and maintains accurate records.

Animal Care Technicians are responsible for observing how animals interact with various people and other animals. They shall advise the Animal Shelter Manager regarding any animal that is unusually withdrawn or that displays aggression towards people or other animals.

Assist in the training and development of Shelter volunteers.

Assist in presenting educational programs on responsible pet ownership, spay/neuter, etc.

Assist with office/clerical tasks as may be required.

Performs related shelter duties as required. Ability to establish and maintain effective working relationships as necessitated by work assignments.

**Knowledge, Skills, and Abilities**

**Physical Requirements:**

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds).

**Education, Training, and Experience**

Requires a high school diploma or GED equivalent. Animal care or animal husbandry training and experience that demonstrates the required knowledge, skills and abilities to perform each essential job function satisfactorily. Ability to identify signs of animal illnesses, diseases and injuries. Ability to identify animal species, breeds, ages and sexes. May be required to obtain applicable certification(s) as deemed necessary by the County. Must possess a valid State driver’s license.

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**Agency**

King William County

**Address**

180 Horse Landing Rd.  
  
King William, Virginia, 23086

**Phone**

(804) 769-4968

**Website**

<http://www.kingwilliamcounty.us>