

**INGHAM COUNTY
JOB DESCRIPTION**

ANIMAL SHELTER OPERATOR

General Summary:

Performs a variety of routine tasks associated with maintenance and disposition of animals in a County Animal Control facility. Assists in the maintenance of such facilities. This position is under the general direction of the Animal Control Director, or the Deputy Director.

Essential Functions:

1. Cleans and disinfects areas occupied by or used by a variety of animals. Provides daily humane care to a variety of animals and reptiles.
2. Feeds and waters animals.
3. Euthanasia of animals daily.
4. Disposal of dead animal carcasses.
5. Maintains various records and jobs which pertain to the kinds and numbers of animals admitted to a facility and their disposition.
6. Assists the shelter veterinarian in the treatment of sick or diseased animals.
7. Regularly assist individuals who come to the facility in order to inquire about the purchase of animals or the location and redemption of lost pets.
8. Assists in the general maintenance of the facility.
9. Prepares animal specimens for rabies examination.
10. Supervises inmate trustees, community service workers and volunteers and prepares paperwork accordingly.
11. Works with personnel from other departments regarding placement of temporary unpaid shelter help (i.e. jail, courts, etc.)
12. Coordinates transfer of animals with other facilities.
13. Perform other duties as assigned.

Other Functions

1. None listed.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High school graduate or equivalent required. Additional education in Animal Science helpful.

Experience: Must have previous and related experience working with animals.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

This employee must be of the physical capacity to lift weight in excess of 50# regularly.

Ability to bend, stoop, walk and stand for long periods of time is required.

This employee must be able to frequently be exposed to multiple harsh elements and other environmental conditions.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)