



Baker County Board of Commissioners

Kennel Worker

JOB OVERVIEW

Performs duties involving the health, care, and sustenance of animals in an animal shelter.

MINIMUM QUALIFICATIONS

Eighteen (18) years of age. Possession of a valid Driver License.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Some knowledge of Florida and Baker County animal care and control laws and ordinances pertaining to small animals.
- Some knowledge of procedures for care and humane treatment of small animals.
- Some knowledge of general maintenance and sanitation techniques used in animal shelters.
- Some knowledge in identification of animal diseases and health requirements.
- Ability to use animal handling equipment within a shelter environment, including specialized handling of dangerous or suspect rabid animals.
- Ability to work under stressful conditions.
- Ability to read and understand job related material.
- Ability to follow written and oral directions.
- Ability to perform duties with little supervision.
- Ability to control and move animals weighing up to 100 pounds.
- Ability to use a computer and related software.
- Ability to work effectively with others.
- Ability to safely operate a motor vehicle.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Cleans animal kennels, cages and shelter areas to provide a sanitary and disease-free environment.
- Operates pressure cleaning equipment.
- Provides food and water to animals.
- Observes animals for signs of injury, sickness and disease.
- Inspects kennel areas for safety compliance and routine maintenance requirements.
- Assists citizens by locating animals within the shelter area; resolving conflicts; providing information and education regarding Animal Services and animal laws and ensuring their safety within the shelter.

- Assists in the intake of animals from field officers and citizens including applicable paperwork, data entry and record keeping.
- Assists in assigning animal shelter tags and records, performing inventories of animals, and placing animals in a pen or cage.
- Assists in the euthanasia program by escorting animals to designated areas and transporting deceased animals and waste products to disposal sites.
- Assists in evaluating feral cats for euthanasia.
- Coordinates animal quarantine for dangerous or suspected rabid animals according to state quarantine laws including, but not limited to, related paperwork and animal observation.
- Maintains computer-based information on animals within the shelter to include type of animal, location, disposition data and any other pertinent information as determined by Department policy.
- Picks up donated supplies from private and public agencies.
- Performs other related duties as required.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.