

POSITION DESCRIPTION

Class Title: PT Animal Shelter Attendant
Department: Animal Control
Date: December 9, 2022

Job Code Number:
Grade Number:

GENERAL PURPOSE

Attends to and cares for animals in the City of Pampa Animal Shelter by performing the following duties.

SUPERVISION RECEIVED:

General supervision is provided by the Animal Control Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleans and disinfects cages, pens, and yards .
- Handling and care of all animals in the shelter including but not limited to feeding and watering the animals according to schedules
- Examines animals for signs of illness and treats them according to instructions.
- Transfers animals between quarters.
- Adjusts controls to regulate temperature and humidity of animals' quarters.
- Other duties may be assigned

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent; or active high school student

SPECIAL REQUIREMENTS:

Needs general knowledge of animals and their care or the ability to learn.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand or walk. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must regularly lift and/or move more than 50 pounds, occasionally up to 100 pounds. The employee must be able to deal mentally and physically with aggressive, vicious animals as well as.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently encounters exposure to external parasites and zoonotic diseases.

This position requires some weekend and odd workweek hours with some split shifts.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: 12/9/2022

Revision History: