

JOB DESCRIPTION
Animal Care Agent/TNR
Part-Time

Date Prepared:10/18/22

SUMMARY:

The Animal Control and Care Agent ensures the care, treatment, and proper impoundment of animals in the City shelter.

RESPONSIBILITIES:

- Weekend care of animals housed in the animal shelter.
- Maintain appropriate records.
- Cleaning of the animal shelter pens.
- Maintains TNR equipment, vehicle and supplies.
- Other duties as assigned.

Work hours will be Saturdays, Sundays and Mondays, approximately 2 hours per day depending on the number of animals at the shelter and approximately 6 to 8 hours per month from February to October for the TNR program.

EXPECTATIONS:

- To perform the listed job descriptions as required to the best of your ability.
 - To continually improve skills, knowledge, job functions, and community relations through training and research.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Qualifications. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience. High school diploma or general education degree (GED) and some experience in work involving the care of animals and dealing with the public; or equivalent combination of education and experience.

Other Qualifications:

- **Language Skills**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the City.
- **Mathematical Skills**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Interpersonal Skills**
Ability to work cooperatively and establish effective relationships with co-workers, other agencies and the general public.
- **Other Requirements:**
Possession of a valid driver's permit issued by the State of Colorado and acceptable driving record according to City criteria.

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 regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to outside weather conditions. The noise level in the work environment is usually quiet.