



Victoria County, TX

POSITION PROFILE

Position Title:	Shelter Care Tech	Effective Date:	May 2023
Department:	Animal Services	Division:	Animal services shelter
Accountable to:	Animal Control Assistant Supervisor	Status:	Non-Exempt

Primary Objectives

Performs work assisting with the overall care of all the animals within the shelter. Assisting in the practice of euthanasia to ensure safe and humane treatment, and disposing of unwanted, unclaimed, sick, injured and aged animals, handling dead and decomposing animal carcasses. Assisting in the enforcement of quarantine and dangerous animal procedures to protect public health. Working cooperatively with other law enforcement groups and animal-related organizations

Supervision Received

Work is performed under the limited supervision of Animal Control Assistant Supervisor.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Cleans and sanitizes all cages, runs and related areas; washes, dries, folds and puts away all towels, blankets and bedding; washes and sterilizes water and food bowl.
2. Reports signs of illness, disease, injury or unusual activity to supervisor(s).
3. Completes general cleaning; patrols shelter grounds daily, picks up any trash and stool material; performs needed cleaning and maintenance of all equipment and tools used in job assignments; unpacks, labels and stocks shelter supplies;
4. Works independently without direct supervision to include a rotating weekend and holiday schedule
5. Recognizes and records any unusual condition or abnormal behavior of any shelter animal.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and minimal (less than 1 year) experience required.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for most periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Frequently
Up to 100	Frequently
100 or more	Occasionally

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Occasionally
Toxic or caustic chemicals	Occasionally
Outdoor weather conditions	Frequently
Extreme Cold, non-weather	Frequently
Extreme Heat, non-weather	Frequently
Noise Level	Loud

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.