

MACS Part-Time Dog Cleaner-Caretaker

JOB DESCRIPTION

CITY OF MUNCIE

Position No.:

Last Review:

Effective Date: 1/31/2022

Last Revision: 1/31/2022

FLSA: Exempt ___ Non-Exempt X

Union Eligible: Yes ___ No X

Position Title: Part-Time Dog Cleaner-Caretaker

Department: Animal Shelter

Reports to: Superintendent

PRIMARY JOB FUNCTIONS:

Incumbent serves as a Dog Cleaner-Caretaker of the Animal Shelter, with the responsibilities of maintaining the whole health, treatment and care of the dogs in accordance with the standards listed in City Ordinance 23-17 and MACS' Standard Operating Procedure and policies.

Including, but not limited to the following on a daily basis: proper cleaning/sanitizing of dog housing, feeding, medicating and treating, monitoring for signs of disease and injury, and providing enrichment and training. Monitors dog health, behavior and temperament.

Communicates with Dog Tech Manager, Office Staff, Rescue Coordinator, Foster Coordinator, Assistant Superintendent and Superintendent regarding dogs needing veterinary care, evaluations, training and/or special placement. Daily upkeep of the shelter and grounds.

ESSENTIAL JOB FUNCTIONS:

1. Cleans and properly sanitizes dog kennels and rooms, dishes and laundry.
2. Takes out trash from assigned areas.
3. Stocks supplies in assigned areas.
4. Administers medications and care to dogs.
5. Performs intake procedures that include recording accurate information, assessing, weighing and vaccinating dogs, and providing parasite treatment/prevention to dogs.
6. Maintains the grounds, including but not limited to: mowing, weeding, shoveling snow/ice, cleaning walls and baseboards and unloading and organizing supplies.

OTHER JOB FUNCTIONS:

1. Assists with maintaining inventory of supplies for use with the dogs. Communicates needed items to the Office Manager.
2. Assists with events and fundraising.
3. Assists customers and visitors.

WORKING CONDITIONS:

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.

Incumbent is frequently exposed to hazards associated with the capture and handling of unfriendly and/or diseased animals.

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MINIMUM QUALIFICATIONS/REQUIREMENTS:

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.

According to federal guidelines, no one who has any record of a drug related offense may be employed in this position due to the constant handling of controlled substances.

Accuracy and attention to detail is essential.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Ability to understand and implement accepted practices and procedures of the City, Department, ordinances and interlocal agreements. (M)
2. Ability to capture and properly handle a variety of animals of different temperaments and in various conditions of health. (M,P)
3. Possess ability to lift and carry large dogs and other animals 50+ pounds in performance of animal capture, care and handling. Physical effort is frequently exerted for sustained periods of time. (P)
4. Ability to properly restrain, assess the general health of, and administer appropriate medication and treatment to a variety of animals of different temperaments and in various conditions of health. (M,P)
5. Ability to communicate, orally and in writing, with the general public and coworkers in a courteous and tactful manner. (M,P)
6. Ability to perform accurate basic arithmetic such as adding, subtracting, dividing and calculating percentages.
7. Ability to multitask, be attentive and proactive and maintain a positive attitude in a highly stressful environment. (M)
8. Ability to act as part of a team and maintain a team player mentality. (M)

The above description covers the most significant duties performed, but may exclude other occasional work assignments not mentioned.