General Statement of Duties

Supervises the work of Animal Care Attendants and Veterinary Assistants, monitors the care of animals and ensures a high level of animal care, and maintains a safe and clean shelter.

Distinguishing Characteristics

Animal Care Supervisors are expected to provide a high level of animal care and customer service. This is both physically and emotionally demanding work that requires employees to occasionally assist in raising or lowering objects up to 150 pounds.

The Animal Care Supervisor supervises Animal Care Attendants and Veterinary Assistants. This class is distinguished from the Animal Care Attendant class that provides humane and compassionate care for animals in the shelter, performs animal intake and release functions, conducts behavioral assessments, and ensures that all animals have a clean, safe shelter environment, water, and food.

The Animal Care Supervisor class is also distinguished from the Veterinary Assistant class that assists a veterinarian or licensed veterinary technicians with a variety of health care duties, conducts formal behavioral assessments, and ensures that all animals have a clean and safe living environment.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communication & Purpose

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised

Supervises two or more Animal Care Attendants and/or Veterinary Assistants.
Essential Duties

Supervises Animal Care Attendants and Veterinary Assistants, ensures quality animal care is provided at all times, provides guidance to staff on situations that requires immediate problem resolutions, and maintains a safe and clean work environment for animals and employees.

Provides day to day leadership and works with staff to ensure a high-performance work environment and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Plans, assigns, and evaluates the work of animal care staff members, provides technical expertise to staff, and establishes unit and staff work goals and objectives.

Trains new staff members on animal care protocols and procedures, orients staff with appropriate policies and procedures, and ensures that work conforms to standards and regulations.

Establishes and distributes work schedules to staff members.

Provides and ensures humane care and handling of animals, monitors the feeding of animals, updates animal records, observes and notes any signs of illness or behavioral problems, and notifies veterinary staff of any issues.

Maintains adequate supplies and inventory and ensures that food supplies, cleaning supplies, and other necessary items are significantly stocked.

Performs euthanasia, serves as a backup when needed, and monitors and records amounts of controlled substance used in compliance with DEA regulations, State Health Department requirements, and shelter protocol.

Implements safety standards and develops procedures to ensure compliance.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Operates vehicle and two-way radio in performance of duties.

Actively participate on the Department’s emergency preparedness and response team(s) to support meeting the Department’s public health and environmental responsibilities outlined in the City’s Emergency Operations Plan.
Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Influencing - Collaborates with, persuades and influences others.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of basic mathematics to be able to perform calculations needed in preparing animal foods.

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal of hazardous materials.

Knowledge of the care and handling of animals including feeding, controlling, restraining, and general health and injuries.

**Education Requirement**

Associate's Degree in Animal Science or a related field.

**Experience Requirement**

Two (2) years of experience at the type and level of Animal Care Attendant or Veterinary Assistant.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.
Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to housekeeping and cleaning materials.
Subject to burns or cuts.
Potential exposure to cold weather conditions (indoor/outdoor).
Subject to many interruptions.
Potential exposure to odors in animal areas.
Potential exposure to noise from barking dogs.
Potential exposure to toxic chemicals.
Potential exposure to wet working conditions (cleaning kennels).
Occasional pressure due to multiple calls and inquiries.
Works in proximity to cavity dwelling mammals and stinging insects.
Handles absentee replacement on short notice.
Subject to bites and scratches from animals.

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Bending/Twisting: Bending and twisting in the rescue capture of animals.
Climbing/Balancing: Climbing walls, fences and other obstacles and balancing.
Crawling: Crawling in tight, cramped spaces to rescue, trap or capture animals.
Endurance: Exert physical efforts to restrain animals for a substantial period.
Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
Handling: Handle domesticated feral animals, wildlife, birds, reptiles, bats, etc.
Hearing/Talking: Hear and determine direction of sound.
Kneeling/Crouching: Kneel and crouch in locating and capture of animals.
Lifting: Lifting or lowering objects weighing no more than 100 occasionally, and 50 pounds frequently, from one level to another.
Lifting/Carrying: Lift/carry live and dead animals up to 100 pounds, food, water, traps and cages, and wearing a utility belt weighing up to 10 pounds.
Neck Flexion: Moving neck upward/downward.
Oral Comprehension
Pushing/Pulling: Push/pull animals, kennel, equipment, etc.
Reaching/Handling: Lifting and handling traps and cages, animal foods, equipment.
Running: To sprint for 60 seconds in pursuit of an animal.
Sitting: In sitting position to write a report, vehicle patrol, and the public contact.
Standing/Walking: Patrol and the public contact.
Vision: To observe animal behavior, read signs, and reading colors.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

Pay Grade: O-613  
FLSA Code: N  
Management Level: 7  
Established Date: 9/21/2018  
Established By: Lori Schumann  
Revised Date: 6/30/2019  
Revised By: Lori Schumann  
Class History:
6/30/19 – Added emergency response language to essential duties.