



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Animal Care Technician	Opening Date: April 30, 2024	Application Deadline: Open Until Filled	Job #: 240403
Department: Animal Services	Starting Salary: \$19.37-\$21.37 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Under the supervision of the Animal Care Manager, this position is responsible for maintaining a safe and sanitary facility for animals and people, and providing humane handling and care for all shelter animals. Assures all animals' nutritional and housing needs are met on a daily basis. Assist with medical support and veterinary care including assisting with spay/neuter surgery and administration of medications. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Participates in performing clerical and customer service duties related to the processing of animals for impoundment, and outcomes.

Knowledge, Skills and Abilities: 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.

Minimum Qualifications: Basic methods and procedures of kennel cleaning and maintenance. Practices and techniques used to maintain & monitor animal wellness and health. Identify signs of animal illnesses, diseases, and injuries. Work in a safety-conscious environment and to follow & promote good safety practices. Communicate clearly and concisely, both verbally and in writing.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Animal Care Technician

Department: Animal Services

FLSA Status: Non-Exempt

Reports To: Animal Care Manager

SUMMARY: Under the supervision of the Animal Care Manager, this position is responsible for maintaining a safe and sanitary facility for animals and people, and providing humane handling and care for all shelter animals. Assures all animals' nutritional and housing needs are met on a daily basis. Assist with medical support and veterinary care including assisting with spay/neuter surgery and administration of medications. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Participates in performing clerical and customer service duties related to the processing of animals for impoundment, and outcomes.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from Animal Care Manager; is further supervised by Animal Care Director.

DUTIES AND RESPONSIBILITIES include the following:

1. Responsible for all duties related to the care of shelter animals with emphasis on the proper and state standardized cleaning of kennels, holding areas, and yard areas;
2. Assures that animals receive food and water, and provides humane handling when animals need to be moved;
3. Observes and evaluates animals for signs of illness and reports symptoms to appropriate personnel. Administer basic medications and vaccinations to animals and maintain accurate records;
4. Transports, carries, and restrains animals for treatment or examination purposes;
5. General housekeeping duties inside the Animal Shelter facility;
6. Assists with maintaining proper inventory and restocking of supplies;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM 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.

Knowledge of:

Basic methods and procedures of kennel cleaning and maintenance;
Various animal species, breeds, ages, and sizes;
Methods and techniques of custodial maintenance;
Operational characteristics of cleaning equipment and tools;
Proper usage of cleaning agents and custodial supplies;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Handle animals safely and effectively;
Identify signs of animal illnesses, diseases, and injuries;
Perform general cleaning tasks using a variety of chemical and detergent products;
Establish and maintain effective working relationships with those contacted in the course of the job;
Perform various manual tasks for extended periods of time and in unfavorable weather conditions;
Work a schedule which may include weekends and holidays;
Perform heavy manual labor;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing.

Physical Demands:

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

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Working with various kinds of animals, Exposure to loud noise, Exposure to various weather Conditions, working closely with others, working outside normal business hours and in hours of darkness; Exposure to dust, dirt, fumes, animal waste, animal diseases, parasites, etc., and airborne particles;

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time, Lifting and carrying animals and heavy materials, Climbing, Crawling, Squatting, Kneeling, and Running, Performing heavy manual labor, working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Effective interaction and communication with others;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some knowledge and experience in handling, identifying, and caring for animals.; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions with preference for experience in the veterinary field.

Education:

High School graduation or its equivalent.

College Courses in Animal Care/Husbandry preferred.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required. If an offer of employment is extended, applicant MUST PASS A PRE-EMPLOYMENT PHYSICAL EXAMINATION AND DRUG SCREENING.

***** This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.*****

This 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. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.