

Animal Welfare and Protection Society
PAWS for Life
800 N. Pueblo Blvd
Pueblo, Colorado 81003

JOB DESCRIPTION
Animal Care Technician

REPORTS TO: Shelter Manager

POSITION OVERVIEW

The primary responsibility of the Animal Care Technician is to provide for the sanitation, and care of the animals and maintenance of the adoption floor. The Animal Care Technician is responsible for performing all cleaning, feeding, and exercise for animals and maintenance of the adoption floor. They have a very significant role in caring for all shelter animals.

QUALIFICATIONS / REQUIREMENTS

EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or GED
- Experience working with animal welfare organizations and basic animal care knowledge is REQUIRED.
- Customer Service experience preferred
- Ability to communicate clearly PAWS' mission and the humane care and treatment of animals to the public and staff.
- Must be able to represent PAWS professionally at all times.
- Availability to work flexible hours, including weekends, in a fast-paced setting.
- Previous animal care background is desirable, but not required

PERSONAL REQUIREMENTS

- Minimum of 18 years old.
- Genuinely enjoys working with animals and is able to deal with them even when stressed, ill, or in pain.
- Perform daily dog and cat kennel cleaning, routine shelter maintenance, and care for animals, indoor adoption floor, and outdoor kennel areas, and subsequent spot cleaning throughout the day including the adoption floor.
- Provides adoption counseling services for the public when needed.
- Maintain animal rooms and adoption floor in a neat, clean, and orderly manner at all times.
- Follow protocol and maintain cleanliness and efficiency of additionally assigned zones, to include: laundry, medical, open room, office/lobby area.
- Provide daily feeding and watering for animals.
- Provide daily exercise for canines, including playing with dogs in play yards and walking dogs.
- Monitor and stock supplies.
- Be attentive to medical and behavioral issues of animals and promptly report and monitor any concerns identified. Weigh, monitor, and document weight of animals. Bathe animals.
- Train and work closely with volunteers and community service workers.

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- Provide excellent customer service and exercise friendly, helpful interaction with the public, always projecting a positive attitude and image at PAWS.
- Possess a clear understanding and adhere to the mission, standard operating procedures and the policies of PAWS.
- Be punctual and reliable for scheduled shifts, and maintain a neat, well-groomed appearance.
- Must work efficiently, with attention to detail, and demonstrate initiative, motivation, creativity, and enthusiasm for the position and PAWS.
- Is well-spoken and approaches his/her job duties in a mature nature.
- Can support and be a part of teamwork; works well with all levels of shelter team members.
- Maintains a positive attitude and stays away from negative chatter
- **Physical Effort:** Work requires lifting, carrying and handling animals (will be assisted by other staff members in lifting animals as needed). Walks or stands for extended periods or time; frequently works in a bent or squatting position.
- **Working conditions:** May be exposed to unpleasant odors, noises, and animal feces. May be exposed to bites, scratches, and contagious diseases.

WAGE RANGE

The range for the position is based on education and experience. This is a part-time hourly position.

- \$13.65 -\$14.00

PERFORMANCE EXPECTATIONS

- Can provide compassionate care to all animals in the shelter's care and work compassionately with customers.
- Responsible for cleaning duties and animal care.
- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Ability to prioritize task as related to animal care and shelter needs.
- Can legibly keep accurate records in accordance with shelter policy.
- Can perform assessments; record observations legibly in files or on the computer.
- Can effectively restrain pets in a safe and appropriate manner even when large or difficult.
- Understands the importance of a clean and orderly facility, does not hesitate to clean or organize as part of a normal job duty.
- Maintains positive, cooperative relationships with other employees.
- Physically able to be exposed to cleaning chemicals and offensive odors.
- Performs other duties as assigned including assisting in other areas.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

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Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in standardized situations.

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.

Amount of Time Spent on Task

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit			X	
Use hands to assess, handle, or feel				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk, hear, smell				X

The job requires the following lifting requirements and/or exerted force be performed on the job.

Amount of Time Spent on Lifting Amount

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X (with assistance)		

More than 100 pounds		X (with assistance)		
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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is often exposed to hot, wet and/or humid conditions. Outside work may be required. The noise level in the work environment is may be loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Animal Welfare and Protection Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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