DEFINITION

An employee of this class will supervise, schedule and give hands-on leadership in the day to day work of Animal Health Technologists and Labourers engaged in:

- Admitting, examining, assessing the health and temperament and providing basic medical care for all animals brought to Animal Services

- Daily cleaning, feeding and of all resident animals

- Euthanizing and disposing of unclaimed animals, collecting and disposing of dead animals reported on roadways

- General cleaning and minor maintenance of the Animal Services building and grounds, as well as of vehicles, tools and equipment.

- Ensuring an adequate supply of all material needed for animal care & kennel cleaning, of staff uniforms and safety equipment, of veterinary materials and of medications and animal food.

Develop, recommend and implement new or amended work schedules, standards and plans

Develop and monitor performance measures.

Recommend changes to the physical plant and/or work plans to respond to arising operational concerns.

Demonstrate effective written, verbal and technical skills for team development and customer service.

TYPICAL DUTIES *

Assign, inspect, supervise and participate in the work of animal care and maintenance staff.

Maintain and procure an adequate inventory of necessary supplies such as animal care & feeding products, safety equipment and clothing, tools, cages, traps, cleaning and maintenance supplies.

Ensure that equipment, tools, vehicles are inspected, maintained and repaired

Monitor outside contractors and City crews providing janitorial and sanitation services, security services, grounds maintenance, snow removal, building repair and related activities.

Maintain records, timesheets, statistics and related documents as required

Monitor and evaluate the attendance and performance of Animal Health Technologists and Labourers. Identifies and acts on performance issues and applies the collective agreement

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to lead and develop effective work crews.

Ability to solve problems and make independent decisions.

Knowledge of current methods, as well as the proper handling and use of materials and equipment used in animal care and facility maintenance.

Ability to effectively communicate with the public, outside agencies, civic departments, and provide explanations of policies and procedures.

Knowledge of, experience with, and ability to instruct and demonstrate safe animal handling procedures.

Ability to examine and assess animals with respect to identification, disease, injury, malnutrition and behaviour factors and to initiate appropriate treatments or measures.

Knowledge of Department, City and provincial policies, bylaws and legislation applicable to animal control and care.

Skill and experience in the use of computers for statistical purposes and tracking workflows.

Ability to develop, propose and work within a budget.

TRAINING AND EXPERIENCE REQUIREMENTS

Completion of a 2 year diploma in Animal Health Technology

A minimum 3 years animal health care experience in a veterinary hospital, animal shelter or a municipal pound

Demonstrated supervisory and communications skills

Possession of a Class 5 motor vehicle license

Level 1 and II Foremanship training must be completed within 1 year of appointment.

*	*This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	10M	10A	10B	10C
Job Code	2121			
Grade	061			

Last Updated:	2011
Previous Updates:	June 2008 *(previously - Animal Health Attendant I)*
Originated:	