

DEFINITION

This work involves the care and treatment of all types of animals impounded by Animal Control. Incumbents are responsible for the receipt, assessment, record keeping and other aspects of caring for incoming animals that are brought into the Animal Control/Pound facility. Employees in this class are directly involved in all aspects of processing, nutrition, health, facility maintenance, public contact and other functions typical of a large-scale municipal animal control program.

Employees in this class perform a variety of direct care, health assessment and maintenance and related functions. Duties performed are most often dependant upon the individual requirements of each animal. A significant aspect of the work involves contact with animal owners, representatives of Edmonton Humane Society of Supervisory Field Inspectors, Veterinarian, and others and is governed by standards, policies and procedures, and relevant safety measures. Incumbents use initiative in scheduling and performing duties to ensure the efficient and effective operation of the facility.

TYPICAL DUTIES *

Receive incoming animals into the facility, examines each animal for disease, illness, injury, identification and initiates immediate treatment, quarantine, and other procedures. Report and record information on animal status, condition, etc. and report unusual situations to the supervisor or veterinarian. Ensure that relevant precautionary handling and safety procedures are applied when necessary.

Perform a variety of animal care duties including routine and special needs feeding and watering, administration of medications, and monitoring of progress and general condition of animals. Report on the status of animals and referrals to veterinary and supervisory staff as required.

Assist veterinary staff with medical procedures, vaccinations and other related medical procedures.

Assign and distribute individual animals to cages and kennels within the facility in accordance with space availability and other factors and relocates animals within the facility as required.

Perform cleaning, disinfecting, and related functions of pound kennels, quarantine, treatment and other facility areas through the use of tools, cleaning supplies, water hoses, etc. in order to maintain facilities to an acceptable standard.

Deal with incoming animal owners, assisting with the identification and showing, releasing animals in accordance with policies and procedures and provides information on licensing requirements as required.

Maintain stocks of animal feed, supplements, medicines, vaccines and related supplies.

Participate in all aspects of animal euthanasia including scheduling, administering procedures and disposal of carcasses in accordance with procedures.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and application of theory, techniques and procedures involved in the maintenance and care of healthy, sick and injured animals within a control/pound setting.

Knowledge in the handling and use of medical supplies, cleaning compounds, computer and other equipment within the pound facility.

Ability to handle and control in a safe manner, a variety of domestic and feral animals.

Ability to examine and assess animals with respect to identification, disease, injury, illness, malnutrition and other factors and to initiate appropriate measures as necessary.

Ability to assist veterinarians and others during diagnostic, treatment and related procedures.

Ability to deal effectively with animal owners including the explanation of policies and procedures.

Skilled in the safe and effective handling of animals and the maintenance and cleaning of the facility.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a 2 year Diploma program in Animal Health Technology and a minimum of one year of experience with a Veterinary Clinic environment or equivalent.

Registered member of the Alberta Association of Animal Health Technologists

* *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	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1393			
Grade	018			

Last Updated: June 2008 (previously - Animal Health Attendant I)
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