

# CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

**Job Title:** Animal Shelter Attendant  
**Department:** Public Works

**Entry Grade:** 2  
**FLSA Status:** Eligible

ACKNOWLEDGED  
BY INITIALING

\_\_\_\_\_ **Supervision Received:** Work performed under general and specific supervision of the Pet and Animal Welfare Shelter (PAWS) Director.

\_\_\_\_\_ **Supervision Exercised:** None or as assigned.

\_\_\_\_\_ **Responsibilities:** Performs animal care duties such as preparing food, feeding, and providing water. Cleans and disinfects cages, pens, and yards and sterilizes food and water utensils, equipment and instruments. Walks dogs. Sweeps and mops floor. Picks up fecal material. Washes and sweeps debris from walls, beds, kick plates, and dog run areas. Does extra cleaning as assigned by PAWS director. Completes work chart and turns into PAWS Director. Examines animals for signs of illness and reports finding to PAWS director. Transfers animals between quarters. Assists with intakes by completing proper forms and transfers animals to clean kennel, making note of the kennel number or letter on the intake form. Adjusts controls to regulate temperature and humidity of animals' quarters. Records information according to instructions such as genealogy, diet, weight, medications, food intake, and kennel number. Administers medication, microchips, inoculates, shaves, bathes, clips, and grooms animals, as directed. Report needed repairs to cages, pens, or fenced yards to PAWS director. Provide accurate information and friendly service to the public. Monitor shelter for signs of disease and report problems to the shelter director. Put all cleaning supplies back in the proper place daily. Occasionally required to transport pets to adoption events or to the vet. Assist the animal control officer in the capture of animals. Responsible for the accurate accounting of all monies received, and other duties as required.

\_\_\_\_\_ **Essential Function of the Job:** Ability to perform work out-of-doors in all weather conditions with temperatures ranging from below freezing to above 100 F. Ability to stand, sit, kneel, stoop, twist, climb and lift objects weighing up to 50 lbs.; additionally, handle dogs weighing up to 150 lbs.; ability to operate motor vehicles. May be required to use strength or agility in capturing and restraining stronger, more active animals. Ability to use cleaning materials and equipment with skill and efficiency. Must be able to hear standard equipment alarms, (buzzers, beepers). Must tolerate exposure to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate, although the noise level in the kennel may become loud at times.

\_\_\_\_\_ **Knowledge, Skills, and Other Job Requirements:** Must be able to read and comprehend simple directions. Ability to complete forms; Must be able to identify and solve problems in a timely way. Must possess excellent interpersonal communications and public relations skills. Must possess valid motor vehicle operator's license. Must maintain active landline or cellular telephone. May be required to work irregular hours, as needed.

\_\_\_\_\_ **Equipment Used or Operated:** Motor vehicles; dishwasher, washer and dryer.

\_\_\_\_\_ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to any employment position as described in the foregoing job description, hereby acknowledges he/she has read said job description and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but

not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

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Applicant

Date

(Revised 7/2013)