



Salt Lake County Job Description

Animal Care Supervisor

DEPARTMENT: Public Works

JOB CODE: 154 **GRADE:** 013

SALARY PLAN: GEN

SAFETY SENSITIVE: Yes

DIVISION: Animal Services/2200

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: 12/31/2012

JOB SUMMARY

Supervises and trains staff in performing non-surgical animal care duties and associated activities in accordance with division policies and procedures, local ordinances, federal and state law.

MINIMUM QUALIFICATIONS

Five (5) years of closely related experience; OR an equivalent combination of related education and experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Trains and monitors staff and volunteers in the fundamentals of humane animal care and treatment, euthanasia procedures, and proper sanitization of kennel areas.
- Monitors the health conditions of all impounded animals and ensures that necessary care is provided to animals in need.
- Determines which impounded animals are to be euthanized based on established criteria, professional judgment and by collaborating with appropriate personnel. Supervises the euthanasia process and maintains appropriate records of the use of controlled substances.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Prepares and manages budget for assigned area.
- Ensures that the facility, grounds and all equipment is operational. Coordinates the resolution of ongoing and/or emergency maintenance and security issues.
- Monitors and maintains an appropriate inventory level of supplies.
- Oversees and/or conducts temperament evaluations and coordinates with adoption staff on outreach events, adoption recommendations and media exposure.
- Assists with the development of policies and procedures and makes recommendations for long-term goals and objectives.

- Assists with animal care-related duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Local, state, and federal regulations pertaining to animal husbandry requirements, methods, and techniques
- Animal breeds and temperaments and animal-person compatibility

Skills and Abilities to:

- Establish and maintain strong working relationships and communicate effectively both orally and in writing
- Supervise and train employees
- Organize, prioritize and schedule tasks
- Observe, assess, and record symptoms, reactions, and progress of animals
- Maintain quality, safety, and/or infection control standards

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Employees are frequently exposed to animals that may bite, kick, scratch or be diseased, as well as dust, unpleasant odors and/or loud noises. Employees lift, carry, push and pull loads up to 25 pounds on an intermittent basis and stand and/or walk for more than four hours per day.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 12/31/2012 CK