

# MEDINA COUNTY COMMISSIONERS

Job Description  
Kennel Worker  
Animal Shelter



## SUMMARY

The Kennel Worker works under the direction of the Dog Warden. Assists in enforcing statutes for regulation of licensing, ownership, & animal control pursuant to the Ohio Revised Code.

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Cleans dog and cat pens, feeds and waters animals in shelter. Cares for sick animals. Maintains cleanliness of restrooms, offices and reception area. Handles and controls impounded animals. Reports to Dog Warden any potential health or behavioral problems involving animals in the Shelter's care. Sells animals, licenses and registration tags for animals, and maintains records of sales. Destroys and disposes of unclaimed, non-registered and/or stray dogs and cats when necessary.

**Time spent: 95%**

- II. Other duties as assigned. **Time spent: 5%**

## Class Title / Position Number of Position(s) Supervised:

**None**

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Class #:09210 Class Title: Kennel Worker Position Control #:10294.0 Unit: Animal Shelter Normal Working Hrs : Intermittent Saturdays 8:00am to 2:00pm  
County of Employment: Medina Working Title: Kennel Worker Pos # & Title of Supervisor: Dog Warden, 10153.0

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) Safety practices pertaining to kennel care.</li> <li>(2) Bookkeeping.</li> <li>(3) Public relations.</li> <li>(4) Annual care standards.</li> <li>(5) Euthanasia protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Cleans kennel area.</li> <li>Receives payment for license.</li> <li>Greets customers to the shelter.</li> <li>Destroys and disposes of animals.</li> <li>General care of animals.</li> </ul>
Skills:	<ul style="list-style-type: none"> <li>(6) Care for healthy and diseased animals.</li> <li>(7) Operate maintenance equipment.</li> <li>(8) Animal handling techniques.</li> <li>(9) Interpersonal relations.</li> </ul>	<ul style="list-style-type: none"> <li>Care for kennelled animals.</li> <li>Use of cleaning equipment.</li> <li>Interfaces with public.</li> </ul>
Ability:	<ul style="list-style-type: none"> <li>(10) Apply principles to solve practical, everyday problems.</li> <li>(11) Read simple sentences with common vocabulary.</li> <li>(12) Answer routine telephone inquiries from public.</li> <li>(13) Maintain accurate records.</li> <li>(14) Sort items into categories according to established methods.</li> <li>(15) Accept payments and return proper change.</li> </ul>	<ul style="list-style-type: none"> <li>Answer phone.</li> <li>Address inquiries from public.</li> <li>Receive payment for license and purchase of animals.</li> <li>Keep record of animal sales.</li> </ul>

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIREMENTS**

- 1) High School Graduate or equivalent.
- 2) 300 hours training in care of healthy and diseased animals (or 3 months experience) or equivalent.

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

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

- Ability to effectively present information and respond to questions from the public.
- Frequently required to talk or hear, stand, walk, use stairs, sit; use of hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must occasionally lift and/or move up to 50 pounds.
- Exposed to equipment generating heat and cold.
- Ability to read and comprehend simple instructions.

### **MAJOR WORKER CHARACTERISTICS**

- Ability to communicate with the public in a professional manner
- Knowledge of telephone system
- Knowledge of basic computer software
- Ability to care for both sick and healthy animals