

POSITION DESCRIPTION

POSITION TITLE: Kennel Attendant
DEPARTMENT: Police Department
DIVISION: Community Services Division
FLSA: Non-Exempt
RETIREMENT: KPERS
EFFECTIVE DATE: February 28, 2024

GENERAL PURPOSE

The Kennel Attendant provides for the humane treatment and care of animals, mostly domestic, housed at the Animal Control Shelter.

SUPERVISION RECEIVED

The Kennel Attendant works under the direct supervision of the Animal Control Supervisor.

SUPERVISION EXERCISED

The Kennel Attendant works with volunteer workers and monitors their daily activities. The Kennel Attendant will report any substandard performance to the Animal Control Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Takes in animals delivered to the shelter, adopts out animals per City policy, and releases impounded animals claimed by owners who have met established requirements.
- Feed and water sheltered animals.
- Clean and disinfect kennels and outdoor yard area using appropriate tools and chemicals.
- Performs or assists in the euthanasia process as needed.
- Monitor inventory on hand and request additional supplies as necessary.
- Perform basic janitorial maintenance and cleaning of the Animal Control building.
- Perform routine or seasonal grounds maintenance necessary.
- Work effectively with volunteer organizations and volunteers for the care and adoption of animals.
- Responsible for maintaining/updating social media sites/pages in relation to animal control functions.
- Complete and maintain reports and records required by the City of Leavenworth and the State of Kansas.
- Communicate with Animal Control Officers and police dispatch via 2-way radio to relay information regarding animal complaints and calls for service.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Oversees the safety of assigned operations by instructing individuals in proper safety procedures and/or reporting violations of safety policies to the supervisor. May perform or assist in accident investigations.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- May serve on various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- Must be at least 18 years old.

- Must have graduated high school or have an equivalent GED certificate.
- Must possess, or obtain within 90 days of employment, a current, valid state driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- Shall be required to keep and maintain a phone where they reside.

Necessary Knowledge, Skills, and Abilities:

- Must be able to recognize and enforce violations of municipal ordinances or state laws pertaining to animal transfer and adoptions.
- Must be able to provide credible testimony in a court of law regarding violations of criminal law and local ordinance.
- Must be pleasant and professional in appearance and attitude as the first line of contact with people visiting the shelter.
- Capable of correct grammatical use of the English language in reports and other paperwork.
- Capable of speaking English coherently while verbally communicating face to face and by way of two way radios.
- Capable of filing and retrieving documents either alphabetically or numerically.
- Working knowledge of social media sites and posting methods.
- Capable of accurately counting money and providing appropriate change during business transactions.

SPECIAL REQUIREMENTS

- No felony convictions.
- Must satisfactorily complete one year of probation in position.
- Must attend and pass a euthanasia certification course paid for by the City within first year of employment.
- Ability to meet attendance requirements of position which includes variable shifts, to include nights and weekends.

TOOLS AND EQUIPMENT

- Power and yard equipment such as a push lawnmower, weed trimmer, high-pressure power washer, and shovel.
- Animal catchpoles, animal carriers, cages, and feeding supplies.
- High pressure power washer, water hoses, broom, mop, and other cleaning equipment.
- Two-way police radio, personal computer with Microsoft Office and other software, telephone, facsimile machine, scanner, digital camera, and copier.
- Motor vehicles such as a one-ton truck or van.

PHYSICAL DEMANDS

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.

Physical requirements include the ability to lift moderately heavy items or animals, up to 80 pounds unassisted, into an animal carrier or cage, and the humane care of a variety of animals, some of which may be ill or aggressive.

Entering data with a keyboard requires repetitive arm and hand movement. Use of a personal computer/office machines and animal control equipment requires coordinating movement of more than one limb simultaneously.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Kennel Attendant works indoors in an office setting most of the time. Outdoor work will include building and grounds maintenance, including snow removal, and the use of a lawn mower, weed trimmer, and other yard tools, as needed. The noise level in the outdoor work environment is moderate. The noise level in the indoor work environment ranges from minimal in the office setting to moderate in the kennel area where the dogs bark.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date