



Animal Care Supervisor

Category: Classified
Pay Grade: C17
Job Code: 20050

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical and supervisory work involving animal care and animal services maintenance at a large animal control shelter operation; supervises and participates in a variety of routine tasks caring for impounded animals as well as providing animal care, policies, and ordinance information or assistance to the public; scheduling personnel to ensure adequate kennel staffing at all times; approving payroll and leave time; performing euthanasia of animals; providing support to the animal adoption program.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises staff involved in the day-to-day operations of animal care and intake for all animals;
- Determines animal adoptability on public safety and animal welfare criteria;
- Completes customer financial transactions on intake services provided by Animal Care Assistants;
- Establishes work schedules, places staff where needed, and monitors daily operation to ensure that maximum performance and safety standards are met;
- Acts as advisor to Animal Services Program Manager in matters related to animal care, animal welfare, and employee safety;
- Trains new Animal Care Assistants in animal care, department policies and procedures, computer use, and employee safety;
- Interviews candidates for employment and recommends qualified applicants for hire;
- Assists in preparing personnel records, employee evaluations, correspondence, and reports;
- Performs inventory of all supplies related to animal care such as animal food, litter, paper supplies, and cleaning materials;
- Acts as the Animal Services Program Manager in absence of the manager;
- Performs euthanasia and cremation procedures;
- Inspects shelter, buildings, and grounds for cleanliness;
- Monitors work of subordinates to ensure proper operation of equipment and machinery and humane confinement and treatment of impounded animals;
- Maintains kennel records including animal history, facility sanitation, animal trap rentals, and reported animal bites;
- Assists Veterinary Technicians in operating room procedures and administering of animal vaccinations;
- Feeds and waters animals according to established schedules, cleans and disinfects cages, pens, and walking yards, and performs area maintenance as necessary;
- Inspects animals for signs of illness and/or injuries and reports findings to medical personnel;
- Transports animals to and from the surgical area and between quarters;
- Responds to requests in person or telephone for information concerning lost animals, admission of strays or unwanted animals, and licensing laws;

- Performs limited duties of Animal Control Officers, including issuing of citations to the public who come to the shelter under some circumstances;
- May cover field operations as an acting ACO under disaster circumstances;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience working with animals or equivalent training in veterinary technology; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Possession of State Euthanasia Certification; or equivalent credentials recognized by the Florida Animal Control Association.
- Exposure to personal risk during assignments causing periodic contact with hostile or diseased animals.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of basic animal control procedures and of related department regulations;
- Knowledge of the techniques used in the care and feeding of animals;
- Knowledge and skill to restrain, handle, and care for animals in a humane manner;
- Knowledge of animal breeds and ability to recognize and identify behavioral characteristics for adoption screening purposes.
- Skill in the operation of computers and associated software applications including data entry and retrieval of information.
- Ability to prevent dangerous situations from arising, recognize emergencies, and take appropriate action;
- Ability to plan, assign, supervise, and evaluate the work of subordinates;
- Ability to establish and maintain effective working relationships with coworkers and the public;
- Ability to maintain kennel records and prepare reports and communicate tactfully and courteously with the public.

PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with crisis situations that require major decisions involving people, resources, and property.