

**\*All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

**JOB OPENING**  
**KENNEL ATTENDANT**

***Grade 15: \$23,105.13 (\$11.11/hr.) - \$31,850.67 (\$15.31/hr.)***

**DEPARTMENT:** ANIMAL CONTROL

**DIVISION:** PUBLIC WORKS

**GENERAL DESCRIPTION:**

The Kennel Attendant is responsible for the overall care and well-being of the animals in the shelter and for the cleanliness of the shelter.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists public with drop off and adoption of animals as well as maintains accurate records of such activities.
2. Washes and sterilizes animal housing areas and equipment.
3. Provides basic animal care (bathe, groom, exercise, etc.)
4. Maintains records of kennel supplies.
5. Performs general maintenance work on outside of compound and inside kennel areas.
6. Feeds and waters animals daily and maintains sanitary eating and drinking conditions for animals.
7. Cleans and disinfects litter pans, food and water bowls daily.
8. Assists in euthanasia as needed.
9. Assists Animal Control Officers and office staff as assigned.
10. Works varied schedules, holidays, weekends and emergencies.
11. Maintains grounds around kennel and animal control office (mowing, weeding, cleaning, etc.)
12. Regular attendance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge sufficient to distinguish between various breeds of animals for proper identification. Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic animals. Ability to gain knowledge of State & County animal control ordinances, regulations and animal care procedures. Ability to gain knowledge of trapping, ensnaring, handling, transporting, and caring for animals. Ability to work with the public. Ability to read and comprehend instructions, correspondence and memos. Ability to write correspondence and reports. Ability to effectively present in one-on-one and small group situations, and to other employees in the organization. Ability to carry out detailed written or oral instructions. Ability to deal with animals and people under stress. Ability to work independently.

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**KENNEL ATTENDANT - ANIMAL CONTROL OFFICER**

**Page 2**

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school or possession of an acceptable equivalency diploma.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Ability to lift, strain and control animals (up to 75 pounds alone or 140 pounds with assistance).
- Ability to work in adverse weather conditions.
- Ability to denote colors for animal identification.
- Ability to receive pre-exposure vaccination for rabies.
- Ability to kneel, crawl, bend repeatedly and lift heavy supplies.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**Approved by BOCC 5/12/11**