SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners **Unit:** Animal Control
Name: **Position Title:**
Class Title: Kennel Worker I **Class Number:** 41221

Dept./Div.:	Dog Warden	**Civil Service Status:**	Classified
Reports To:	Dog Warden	**Employment Status:**	Part-time
Pay:	Resolution	**FLSA Status:**	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training or some work experience in customer service and domestic animal handling skills, or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to severe weather; exposure to life threatening situations; exposure to blood, bodily fluids and tissues; exposure to electrical.

Periodic - Exposure to loud noise; exposure to irritating chemicals (e.g. disinfectant, bleach); exposure to hazardous chemical, exposure to vicious dogs; exposure to dust; exposure to fumes.

Constant - Exposure to animals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

_____ _____
(Approval of Appointing Authority) (Date)

_____ _____
(Employee Signature) (Date)

_____
(Employee Printed Name)

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Class Title:	Kennel Worker I	**Class Number:**	41221
Supervisor's Title:	Dog Warden	**Number:**	41214

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

50% (3) Maintains and cleans kennel; mops floors; cleans restrooms and showers; cleans and disinfects kennel area; washes feeding pans; feeds and waters dogs; transports animals to local veterinarian for medical care; performs periodic inspections of facility and equipment.

(3) **Knowledge of:** (d); (e); (f); (g).
Ability to: (k); (n); (o); (p).

20% (1) Assists with maintaining records and reports (e.g. dogs impounded, sold, released and destroyed and monies collected); enters dog tags on computer; collects fees for selling dogs, dog tags and releasing impounded dogs.

(1) **Knowledge of:** (a); (b).
Skill in: (h)
Ability to: (i); (j); (k); (l).

27% (2) Receives telephone complaints from public and notifies Dog Warden; provides information to public regarding dogs; sells dog licenses; assists with enforcement of state domestic animal laws relating to dogs licensing (e.g. checks registration of dogs; handles vicious dogs).

(2) **Knowledge of:** (a); (b); (c).
Ability to: (j); (k); (l); (m).

OTHER DUTIES AND RESPONSIBILITIES:

3% (4) Performs other routine clerical duties

(4) **Knowledge of:** (a); (b).
Skill in: (h).
Ability to: (j); (k); (l).

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures; (b) bookkeeping principles; (c) state and local laws regarding domestic animal (dog) control*; (d) cleaning methods; (e) domestic animal care and behavior; (f) safety practices and procedures; (g) dog disposal methods.

Skill in: (h) typing.

Ability to: (i) add, subtract, multiply and divide fractions, percentages and decimals; (j) prepare and maintain accurate documentation; (k) follow oral and written instructions; (l) develop and maintain effective working relationships;
(m) communicate effectively through speech and writing; (n) demonstrate the ability to lift up to fifty (50) lbs.; (o) perform light manual labor; (p) assist in lethal injection euthanasia of dogs.