

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 203511  
Grade 14**

**ANIMAL CARE ATTENDANT**

**DEFINITION OF CLASS:**

This is full performance level front line animal service work providing humane and proper handling of shelter animals. This is a 24/7 facility. Most contacts are with co-workers, citizens, supervisors, veterinarians, volunteers, others to exchange routine information about adoption processes and animal care. Most contacts center on the exchange of routine information. Direct, one-on-one care giving and assistance are provided to animals in the shelter for the purpose of providing nutrition, housing and basic medical needs on a daily basis.

Employees in this class are responsible for the proper maintenance of kennels, cages and animal holding areas and have daily accountability and daily control of the animals in the shelter. They are also responsible for keeping animals nourished and provide exercise daily. Employees in this class are under the direct supervision of the Animal Care Attendant Supervisor. Most problems are resolved in keeping with established guidelines and procedures, which the employee uses mature judgment to select, adapt and apply. Employees in this class exercise discretion in drawing upon experience and seasoned judgment to identify, to select and to apply an effective approach in dealing with animal behavioral problems and a range of other issues that arise in their daily work within an animal shelter. Employees in this class are exposed to hazardous conditions, such as working with animals that could be ill, aggressive, injured or rabid requiring the use of special equipment and/or adherence to special precautions. This requires the ability to work with animals, some of which are ill, aggressive, injured, rabid, or unwieldy. Good 'situational awareness' is required to reduce risk to self. This class involves considerable standing, a good amount of walking, sitting, observing, bending, reaching, and finger manipulation to provide service in various areas, to perform work functions. There is some driving required. There is some lifting of materials or animals typically weighing twenty (20) to one hundred (100) pounds; however, some animals may weigh more.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Maintain and thoroughly clean kennels and cages and other common areas. This includes removing animal waste, power washing kennels, mopping and scrubbing and disinfecting areas where animals are kept, fed, watered and generally cared for.
- Prepare food, feed, and provide water for shelter animals, wash, and sanitize litter and feeding equipment.
- Assist customers seeking lost pets and those interested in adopting.
- Respond to questions specific to animals and adoption processes.
- Perform initial health assessment of animals arriving at facility and administer routine vaccinations.
- Monitor sick, quarantined and injured animals and observe them from unusual physical and behavioral conditions; segregate and isolate them as necessary.
- Administer medications to animals as dispensed by veterinarian.
- Maintain accurate health and medication logs.

- Participate in Euthanasia process as needed or required.
- Gather, launder and replace soiled pet bedding.
- Socialize and exercise shelter animals on a daily basis.
- Perform related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand the principles and practices of Animal Services including standards and guidelines.
- Knowledge of the methods, materials, occupational hazards and equipment appropriate to the assignment of an Animal Care Attendant Supervisor position.
- Knowledge of proper care and feeding of animals.
- Skill in basic math.
- Ability to effectively communicate in English both orally and in writing.
- Ability to identify signs of animal illnesses, diseases and injuries.
- Ability to identify animal species, breeds, approximate age, and sexes.
- Ability to successfully complete euthanasia training when required.
- Ability to administer proper medication and vaccinations.
- Ability to properly use chemicals and cleaning products.
- Ability to handle animals of all sizes and temperaments, including those who may be ill or dangerous/aggressive.
- Ability to work in an environment typical to an animal holding area.
- Ability and willingness to perform euthanasia procedures.
- Ability to operate power cleaning equipment.
- Ability to follow verbal and written instructions.
- Ability to provide effective customer service.
- Ability to effectively complete assigned duties with minimal supervision.
- Ability to develop and maintain effective working relationships with coworkers, volunteers and the general public.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** None.

**Education:** Graduation from high school or High School Certificate completion recognized in the State of Maryland.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence appropriate to the equipment operated by an employee in this class.

#### **PROBATIONARY PERIOD:**

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam.

**Class Established:** August, 2013