



Humane Society of Weld County Job Description

Job Title: Lead Animal Care Technician (ACT)
Reports To: Shelter Manager
FLSA Status: Full-time (Hourly, Non-exempt)
Effective Date: April 15, 2020

POSITION SUMMARY:

The Lead Animal Care Technician (ACT) is responsible for the daily care of shelter animals and oversight of the Animal Care Technician (ACT) team at the Humane Society of Weld County (HSWC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide daily care to shelter animals including feeding and proper disinfecting of kennels, kennel and public areas following sanitization and disease control protocols.
- Sanitize dishes, mop floors, and other janitorial related duties as assigned.
- Conduct rounds throughout each shift of all animal areas to monitor animal health and animal census; report medical and/or behavioral concerns.
- Must be comfortable cleaning the kennels of aggressive, fearful, and fractious animals being held for bite quarantines/rabies observation.
- Ensure daily cleaning/feeding/additional identified needs in each animal area is completed by the ACT team in an efficient and thorough manner; ensure ACT coverage is appropriate for each shift.
- Train ACT team on animal care, cleaning, adoption, visitation and public walk-through protocols.
- Conduct adoption visits and consultations, lost animal public walk-throughs and shelter tours.
- Work with the Director of Operations, Shelter Manager and health care team to support animal flow through the shelter and identification of specific animal needs.
- Work with Intake Specialists to ensure intaken animals have appropriate records, identification and assigned locations; assist with return to owner process.
- Work with Behavior & Enrichment Coordinator to ensure appropriate enrichment and identified behavioral needs are completed for each animal.
- Ensure required record keeping is entered in shelter software for each shift including animal location, stage, etc.
- Act as point of contact during each shift for volunteers, providing guidance, assignments and training as needed.
- Interact with HSWC patrons, co-workers, animal control and additional entities and ensures that excellent customer service is provided; always represent mission of HSWC, maintaining focus on providing the best possible service to HSWC animals and the community.
- Administer vaccines and microchips as directed.
- Operate crematorium and assists with euthanasias as directed.
- Cross-train on Intake Specialist duties, and other positions as identified, and provide support to other operational departments as needed/directed; provide support to Customer Service Representatives as needed.
- Regular and predictable attendance is required; the HSWC is open to the public 7 days a week and weekend shifts are required.

**QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- High School Diploma or equivalent is required.
- One to two years of animal handling experience is required; previous experience in a shelter environment is preferred. Supervisory experience is preferred, and applicant with such will be given preference.
- Computer proficiency and an extremely high level of attention to detail is required.
- Ability to problem solve while working in a high stress faced pace environment and a strong customer service orientation is required.
- Ability to work collaboratively with other departments, contribute to team building and maintain a professional and positive outlook in all situations is desired, in addition to a genuine passion for and commitment to animal welfare.

MENTAL/PHYSICAL DEMANDS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. In performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and zoonotic diseases. The environment is moderately loud and the worker may be exposed to animal bites and/or scratches.
- 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. An employee must frequently lift and/or move up to 50 pounds without assistance. An employee must handle dogs, cats, small mammals and birds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus while performing the duties of this job. The employee is regularly required to stand; walk; use hands to finger; handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time, with or without notice.