

City of Dallas
Classification Specification

Title:	Animal Keeper II	Class Code:	12439
Application:	Career Series	Pay Grade:	C
Supplemental/ Code:	Service Maintenance/8	FLSA Status:	Non-exempt
Safety Sensitive:	SP	Established:	10/01/94
CDL:	No	Revised:	06/01/15

Position Purpose

Performs the daily care and maintenance of animals and their housing including feeding animals of all ages and varieties, handling the animals for medical procedures, providing information and assistance to the public in regards to animals and available services and ensures the proper care/safety of both animals and people at the Dallas Animal Shelter.

Essential Functions

1. Prepares food for each assigned animal by following written diet instructions, feeds each animal as diet requires, hand feeds baby animals, provides water, and administers medicines as instructed to ensure proper nutrition and health.
2. Cleans animal care and other assigned areas and reports any mechanical defects that would endanger the animal or the viewing public.
3. Observes and monitors animals' general health and behavior around other animals, staff and public and reports any abnormal behavior or medical concerns to supervisor to ensure animal and public safety, procure immediate medical care as necessary, and assist veterinarian with medical procedures.
4. Cleans, stores, and maintains all utensils, food, and equipment inventory to ensure availability of items and maintain all equipment and supplies in hygienic conditions.
5. Interacts with other animal care staff, veterinarians, and volunteers to maintain health and happiness of animals and customers; interacts with the public to provide education about animals and their care needs.
6. Transfers animals to and from various sites and restrains animals so that medical procedures may be performed in a manner that is safe for both the animals and the staff.
7. Assists internal and external customers through providing and documenting animal information.
8. Provides enrichment opportunities for the animals by adding or rearranging objects in the enclosures and providing a variety of approved foods, toys and treats.
9. Prepares and updates animal records, reports, and surveys and assists in projects to ensure thorough documentation/accountability of assigned area and enhanced knowledge of animals.
10. Transports animals in motor vehicle
11. Assists with euthanasia as assigned.
12. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of animal care and handling.

Knowledge of basic animal husbandry skills.

Ability to follow oral and written instructions and document animal care activities.

Basic computer skills.

Ability to safely handle and restrain all types of animals.

Ability to effectively communicate both orally and in writing and negotiate with technical staff, consultants, contractors, governmental agencies, city management, and citizens.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must have good observation skills.

Working Conditions and Hazards:

Exposed to all weather conditions.

Subject to zoonotic diseases, injury from animals, and insect bites.

Requires lifting, bending, twisting, stooping, carrying, and extensive walking.

Subject to fumes and skin irritation when working with chemicals.

Subject to mechanical hazards when working with exhibits and shelters.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.