



CLASS TITLE | KENNEL MAINTENANCE WORKER

PAY GRADE: LT-14 | www.cityoftulsa.org/pay

Effective Date: 12/17/2025

CLASS CODE: 8562

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision cares for live animals at Tulsa Animal Shelter, maintaining the health of the animals and the cleanliness of the shelter; and performs other related assigned duties.

ESSENTIAL TASKS:

- Cleans and disinfects dog kennels and cat cages
- Handles and moves animals as needed, ensuring animal and public safety
- Feeds and provides water for animals
- Spot cleans kennels and cages as needed
- Operates commercial washer, dryer, and dishwasher to clean animal bedding, water and food bowls
- Distributes bedding to all animals unless instructed otherwise by management
- Communicates with citizens regarding specific animals and shelter procedures
- Loads supplies and materials
- Performs general facility maintenance and renovation activities as needed
- Maintains the cleanliness of the building, grounds, and animal cages
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

Graduation from high school or possession of a General Educational Development (GED) Certificate

PAY INCREASE OPPORTUNITIES

Employee will be eligible for a one (1) step increase upon successful completion of the Fear Free Shelter Certificate Course **and** six (6) months satisfactory service in this classification.

Employee will be eligible for an additional one (1) step increase after successful completion of ten (10) hours of animal handling, behavior training or kennel cleaning safety/protocol training as approved by management **and** twelve (12) months satisfactory service in this classification.



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Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of the care and feeding of animals
- Good knowledge of the safety requirements of the work performed

Ability to:

- Perform manual labor
- Keep simple records
- Courteously and tactfully communicate with fellow workers, supervisors, and internal and external customers

Physical Requirements: Physical requirements include frequent standing and walking; occasional lifting, carrying, pushing and pulling up to 60 pounds or more; frequent balancing, handling and twisting; occasional reaching, bending, kneeling, climbing and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is indoors and outdoors, and in inclement weather. May be exposed to the following: animal waste/dead animals, flammable liquids, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapor/odors and high noises.

EEO Code: N-07

Group: Labor and Trades

Series: Public Safety Technical