CLASS TITLE: KENNEL MAINTENANCE WORKER I

PURPOSE OF THE CLASSIFICATION: Under general supervision cares for live animals at Tulsa’s Animal Welfare Shelter, maintaining the health of the animals and the cleanliness of the shelter and 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 and water and food bowls
• Distributes bedding to all animals unless contraindicated
• Communicates with citizens regarding specific animals and shelter procedures
• Loads supplies and materials
• Performs general facility maintenance and renovation activities as needed
• Keeps maintenance records
• Maintains the cleanliness of the building, grounds and animal cages
• Must report 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: Graduation from high school or possession of a General Educational Development Certificate (GED); and one (1) year of experience in the care and handling of animals; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the care and feeding of animals; and good knowledge of the safety requirements of the work performed. Ability to perform manual labor; ability to keep simple records; ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

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 essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator’s License.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally 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.

Class Code: 8539
EEO Code: N-07
Pay Grade: LT-13

Group: Labor and Trades
Series: Public Safety Technical

Effective date: May 12, 2009