

KENNEL ATTENDANT II

Department: Environmental Control

Classification: Non-Competitive

Specification Number: 2905

Approved: 12/15/23

Revised: By JG

MINIMUM QUALIFICATIONS

Two years of experience as a Kennel Attendant.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs advanced level work in an animal shelter and performs similar duties in the field. The work includes animal care, maintenance of the shelter, related fieldwork and phone work. The incumbent works under the general supervision of the Animal Shelter Supervisor. The work differs from that of a Kennel Attendant in that a Kennel Attendant II works at a higher level and has more responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES

- Cleans and disinfects cages, animal runs, euthanasia chambers and freezers;
- Reports to supervisor any instance of sick animals;
- Assists with phone and in-person inquiries about lost animals, animal adoptions and complaints;
- Reports to supervisor in regard to dangerous animal behavior;
- May assist Animal Control Officers in the performance of their duties;
- May be asked to operate light motor vehicles to pick up dead animals;
- Assists in the feeding, care and handling of animals;
- Maintains animal records;
- Assists in euthanasia procedures.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the care and feeding of dogs and other animals; good knowledge of cleaning equipment and supplies; some knowledge of animal diseases; ability to learn and perform routine maintenance tasks; ability to act quickly and calmly in emergencies; ability to understand and follow instructions; physical condition commensurate with the demands of the position.