



Edgewood Police Department
P.O. Box 3610
Edgewood, NM 87015
ph. 505.281.5717
fax.505.281.3869

Roger P. Jimenez
Chief of Police

Job Description

Animal Care Technician

Summary

This position cares for and monitors animals at the Edgewood Animal Shelter, under the direct supervision of the Animal Shelter Manager. Ability to effectively communicate and work with town staff, and to provide exceptional service to the public are critical to this position.

Duties

- Demonstrate warmth, courtesy, and professionalism in all interactions with clients
- Assist with moving animals throughout the shelter, kennel and remove animals as needed
- Exercise compassion and care in all interactions with clients and animals. Know how to properly handle difficult or contentious animals
- Ensure that all vaccinations, procedures, notes, microchip etc. have been documented in the computer database
- Monitor supplies and request additional supplies as needed
- Perform weight checks.
- Examine animals for fleas, skin problems and other obvious problems or illnesses.
- Give clients handouts and educational materials to take home to further their understanding of animals.
- Give promotional materials such as leashes, new client kits, food samples, etc., as appropriate
- Ensure that medications are properly dispensed, when needed.
- Follow OSHA guidelines concerning safety and handling of hazardous materials
- Clean and straighten rooms, kennels, office space, and lobby areas. Assist other staff members to keep the public areas of the shelter clean and well maintained
- Provide support to animal control officers as needed
- Adhere to all policies and standards regarding uniforms, grooming, smoking, personal calls, etc. as stated in the shelter procedure manual
- Serve as a representative of the Town of Edgewood, displaying courtesy, tact, consideration, and a positive attitude in all interactions with client, animals, and other members of the staff
- Adhere to the work schedule. Arrive for work promptly and be ready to begin working at the start time, follow the Town policies for reporting lateness or absences

- Demonstrate initiative and teamwork in everyday duties by seeking other work to do during down times assisting other employees, and filling in for other employees as needed
- Organize work area and exercise time management skills to maximize personal efficiency within the shelter. Prioritize tasks and handle multiple tasks in a calm, organized manner

Required Skills and Knowledge

- Ability to appropriately handle animals up to 70 pounds, and perform routine office work with desktop computers
- Education equivalent to High School diploma or GED
- Ability to clean kennels and work with canines and cats daily
- Ability to pass a thorough background check

Preferred Education and Experience

Working knowledge of animals, their behaviors, and ability to recognize potential behavior and/or medical issues. Strong time management skills.

Physical Effort

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to bend, stand, stoop, walk, sit, talk, and listen; may be required to walk or stand for long period of time; will use hands to manipulate, handle, or feel; will reach with hands and arms. The employee is often required to lift and carry animals or materials weighing fifty pounds or more; handle dogs weighing up to 150 pounds.

Work Environment

While performing the duties of this job, the employee is exposed to hazards associated with aggressive animals; hazards associated with infected animals and controlled substances; exposed to unpleasant odors and noises; exposure to bites, scratches, and animal wastes; possible exposure to contagious disease.

Salary Range

\$17.00 - \$25.00 per hour (based on experience). Non-Exempt, At-Will position. Hours may vary.