

JOB DESCRIPTIONS

Animal Caretaker/Assistant Shelter Manager

Date of Last Revision: April, 2021

 WESTERLY Rhode Island	DEPARTMENT	Police		
	REPORTS TO	Police Chief or designee		
	FLSA STATUS	Non-Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the direction of the Police Chief or designee, the Caretaker is responsible for maintaining a sanitary, safe, healthy environment for a variety of animals while in the care and custody of the Town. This position must be able to work flexible hours.

ESSENTIAL JOB FUNCTIONS

- Works with visitors to identify their issues and needs and facilitates resolutions to those needs.
- Completes all phases of animal impoundments and adoptions, from impoundments, to interest forms, to completed adoptions.
- Ensures all surfaces of the shelter are cleaned and sanitized daily.
- Cleans and maintains kennels and responsible housekeeping duties.
- Impounds animals brought into the shelter and setting up kennel space.
- Maintain proper levels of cleaning and restocking daily.
- Sanitizes dishes, laundry, sweeping, and mopping of all floors within the shelter.
- Performs the feeding and watering of animals daily and performs health checks including administering medication.
- Acclimates animals and walks the animals as necessary.
- Assists clients with adoption or impoundments as necessary.
- Deals with a variety of animals including those who are sick, diseased, feral or skittish.

ADDITIONAL JOB FUNCTIONS

- Covers front desk as necessary.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- The principles, practices, laws, regulations and procedures of animal caretaking.
- Cleaning and sanitizing practices.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Effective communication for interaction with others.

ABILITY to:

- Work flexible hours.
- Handle and care for a variety of animals.
- Work alone, act quickly and remain calm under duress and strain.

- Demonstrate good service skills with the ability to problem solve.
- Utilize a computer and applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Multi-task with a strong emphasis on researching, pursuing and administering grants.
- Work hours beyond the regularly scheduled workday when needed and pre-approved

SPECIAL REQUIREMENTS:

- Obtaining the rabies vaccination which is a series of injections and obtaining a booster when titers indicate a loss of immunity.
- Successfully pass a background inquiry to include a physical examination.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.
- Minimum of six (6) months of experience feeding and caretaking for a variety of animals. Experience working with sick, diseased, or feral animals is preferred.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Occasional exposure to wet and dry conditions, hazardous chemicals, blood or other bodily fluids.
- Exposure to stressful situations as a result of human or animal behavior.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard, and to operate police equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Physical strength, mobility and dexterity enough to perform the duties described within.
- Bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting up to fifty (50) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.