

## JOB DESCRIPTION

**Job Title:** Kennel Technician  
**Department:** Operations  
**Reports to:** Kennel Supervisor  
**FLSA Status:** Non-Exempt  
**Starting Pay:** \$7.25 to \$9.00 per hour depending on experience

### Summary

Responsible for feeding, cleaning, and caring for all shelter animals. Maintains the cleanliness and orderliness of the facility. Assists the public with adoptions, reclaims and surrenders.

**Essential Duties and Responsibilities** include the following. Other duties as assigned.

- Provides daily care for animals sheltered at the Society.
  - a. Feeds, waters, socializes, and walks the animals.
  - b. Continually observes animals' health and temperament and reports any changes to Kennel Supervisor.
  - c. Cleans kennels and drains, washes dishes, mops floors, stocks and cleans service areas, removes trash, etc.
  - d. Walks all housebroken dogs twice daily, exercises all dogs daily.
- Evaluates animals and administers inoculations.
  - a. Uses basic restraint and handling techniques.
  - b. Identifies sex, age, and breeds.
  - c. Evaluates temperament and completes a comprehensive health examination.
  - d. Worms and takes rectal temperatures.
  - e. Administers vaccinations and medications, performs feline leukemia tests.
- Assists with euthanasia and cremation of animals.
  - a. Becomes certified as a Euthanasia Technician or Assistant.
- Assists at the front desk as needed.
  - a. Answers telephone.
  - b. Receives incoming animals.
  - c. May assist with adoptions, reclaims and surrenders.
  - d. Assists the public - adoption counseling, animal behavior guidance, takes "lost and found" reports, etc.
- Takes care of Shelter maintenance
  - a. Sweeps and mops all floor areas.
  - b. Washes windows and walls, cleans sills and counter tops.
  - c. Washes towels, aprons, etc. in laundry room.
  - d. Cleans and straightens maintenance and storage areas.
  - e. Cleans and maintains crematorium and freezer.
  - f. Outside maintenance: keeps grounds clear of trash and animal waste, sweeps sidewalks and driveways.

- Training and in-service projects
  - a. Becomes knowledgeable of LHS kennel procedures, particularly the Kennel Procedure Manual.
  - b. Attends staff meetings and in-service training programs.
  - c. Attends outside training programs and workshops.
  - d. Becomes P.A.W.S UP certified (optional); trains shelter dogs with gentle leader.
  
- Performs miscellaneous duties such as:
  - a. Daily shelter headcount.
  - b. Grooms and bathes dogs and cats.
  - c. Carries out any other duties assigned by Kennel Supervisor, Veterinarian, or Director of Operations.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education & Experience**

- High school diploma or general education degree (GED).
- Minimum age of 18.

### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

- Ability to add, subtract three digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Computer Skills**

- None.

### **Certificates, Licenses, Registrations**

None required.

**Physical Demands**

The employee must lift and/or move up to 50 pounds daily.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and outside weather conditions.
- The employee is exposed to moving mechanical parts and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Please send resume to De Fowler, at [de@longmonthumane.org](mailto:de@longmonthumane.org) or mail to Longmont Humane Society at 9595 Nelson Rd., Longmont, CO 80501.