

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 09/17/02 REVISION: 11/19/07 & 8/25/11	CLASS TITLE: ANIMAL CARE CREWLEADER	CODE: 65923
	MAJOR AGENCIES: ANIMAL RESOURCE CENTER	PAGE <u>1</u> OF <u>1</u>

CLASS CONCEPT: Advanced level in animal care occupation under supervision requiring knowledge of custodial care applicable to animals in order to care for sheltered animals as outlined in rank 1 job duties and also must perform rank 2, 3 and 4 job duties. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Under direction of Shelter Supervisor serves as lead worker over lower level animal care providers, provides work direction, assigns tasks, and coordinates daily activities.	<u>Knowledge of</u> (euthanasia technician)*, 9a (supervision—functional); 10 (safety practices)*, 11a (public relations)*, 13 (office practices and procedures), 15 (counseling)*, 16 (interviewing)*, 20 (natural sciences--basic animal biology), 23 (law--legal requirements regarding licensing and dog control)*; <u>Skill in</u> 29 (equipment operation--PC, two-way radio, microfiche)*; <u>Ability to</u> (communicate effectively in written and oral form), 30b (recognize unusual or threatening conditions & take appropriate action), 30f (deal with problems involving several variables in familiar context), 30g (understand system of mechanical or other procedures (e.g., bookkeeping, wiring), 30h (apply principles to solve practical, everyday problems), 31c (add, subtract, multiply & divide whole numbers), 32j (maintain accurate records), 33a (work in isolation), 33b (sort items into categories according to established methods), 33d (check pairs of items that are similar or dissimilar), 33e (gather, collate & classify information about data, people or things), 34c (cooperate with co-workers on group projects), 34d (answer routine telephone inquiries from public), 35c (must be able to lift up to 50 lbs. & demonstrate full range of motion for bending, stooping & lifting) ((must be able to push and pull up to 65 lbs.)).  (*Developed After Employment)
2	Performs tasks of animal care providers (e.g., provides care for sheltered animals, cleans and disinfects cages, selects animals for adoption, assists veterinarians with examinations, administers vaccines and medications to animals, performs euthanasia of injured, sick and un-adoptable animals by established approved methods.)	
3	Assists in the training of new staff members, represents organization to the public (e.g., media liaison, educates public about humane treatment of animals, conducts facility tours), makes daily equipment inspections and reports equipment malfunctions to shelter supervisor, monitors safety requirements and regulations.	
4	Enters and retrieves information on computer (e.g., animal records), assists in general office operations (e.g., answers phones, provides information to public regarding licensing and dog control requirements), and operates portable two-way radio and uses various equipment to locate information (e.g., microfiche, computer terminal), maintains kennel inventory control. (Performs Related Duties As Required)	

UNUSUAL WORKING CONDITIONS: Subject to variety of work shifts – rotating and flexible variable shifts; exposed to noise, exposed to pet dander, odors & infectious animal bites.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of high school diploma; ability to read and write common vocabulary, one year of experience in animal care. Must have valid Ohio Drivers License with acceptable driving record. <b>-OR alternative, equivalent evidence of the Minimum Class Requirements.</b> (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must obtain State of Ohio Euthanasia Technician certification within 6 months of hire date.
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