



# City of Live Oak

## Kennel Assistant Position Description

POSITION TITLE	Kennel Assistant
FUNCTIONAL AREA	Public Works Department
PAY RANGE	Minimum: \$27,936.42
	Maximum:
CLASSIFICATION	Part-Time; Non-Exempt
APPROVED/UPDATED	

### **General Summary**

The kennel assistant is primarily responsible for the Animal Control kennel maintenance, performs animal care duties.

### **Supervision Received and Exercised**

This position is under the general supervision of the Public Works Director and the direct supervision of the Animal Control Officer.

### **Essential Duties and Responsibilities**

- Performs animal care duties such as feeding animals, monitoring sick and dangerous animals segregating and isolating animals.
- Cleans and disinfects kennel areas, vehicles and equipment.
- Performs related duties as required.

### **Minimum Qualifications**

#### **Education and Experience**

- High school diploma or equivalent.
- Must have valid State of Florida driver's license.

#### **Other Required Competencies**

- General understanding of kennel safety and animal care.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform several tasks at one time.
- Ability to meet and deal with the public in an effective and courteous manner; strong interpersonal skills.

- May have to work overtime hours in the event of an emergency or if needed.
- Ability to safely operate a City vehicle.
- Valid Florida driver's license and a clear driving record for the past three years.
- Must be able to work every weekend

#### **Working Conditions and Physical Factors**

- Must be able to work indoors as well as outdoors in all climate conditions with full exposure to the elements.
- Requires the physical strength and agility to perform assigned tasks, which include but are not limited to, bending, twisting, walking, climbing, reaching above and below the shoulders, lifting and pulling, pushing or carrying objects which may weigh more than 25 pounds; may also walk on slippery and/or uneven surfaces and climb ladders.
- May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- Specific vision abilities required by this job include distance vision, peripheral vision and depth perception.
- Must be able to hear clearly even in a noisy environment.

*The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.*