



## Humane Society of Weld County Job Description

Job Title: Animal Care Technician (ACT)  
Reports To: Shelter Manager/Lead Animal Care Technician (ACT)  
FLSA Status: Full-time, Part-time (Hourly, Non-exempt)  
Effective Date: April 15, 2020

### **POSITION SUMMARY:**

The Animal Care Technician (ACT) is responsible for the daily care of shelter animals at the Humane Society of Weld County (HSWC).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide daily care to shelter animals including feeding and proper disinfecting of kennels, kennel and public areas following sanitization and disease control protocols.
- Sanitize dishes, mop floors, and other janitorial related duties as assigned.
- Report any medical or behavioral concerns or changes in animal's census to the appropriate staff.
- Must be comfortable cleaning the kennels of aggressive, fearful, and fractious animals being held for bite quarantines/rabies observation.
- Conduct adoption visits and consultations, lost animal public walk-throughs and shelter tours.
- Work with Intake Specialists to ensure animals entering the shelter have appropriate records, identification and assigned locations; assist with return to owner process.
- Participate in behavior and enrichment activities for shelter animals as directed.
- Act as contact during each shift for volunteers, providing guidance, assignments and training as needed.
- Interacts with HSWC patrons, co-workers, animal control and additional entities and ensures that excellent customer service is provided; always represent mission of HSWC, maintaining focus on providing the best possible service to HSWC animals and the community.
- Cross-train on other positions as identified, and provide support to other operational departments as needed/directed, including the Customer Service Representatives and Intake Specialists.
- Regular and predictable attendance is required; the HSWC is open to the public 7 days a week and weekend shifts are required.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- High School Diploma or equivalent is required.
- One to two years of animal handling experience is preferred; previous experience in a shelter environment is preferred.
- Ability to problem solve while working in a high stress faced pace environment and a strong customer service orientation is required.
- Ability to work collaboratively with other departments, contribute to team building and maintain a professional and positive outlook in all situations is desired, in addition to a genuine passion for and commitment to animal welfare.



### **MENTAL/PHYSICAL DEMANDS:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. In performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and zoonotic diseases. The environment is moderately loud and the worker may be exposed to animal bites and/or scratches.
- 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. An employee must frequently lift and/or move up to 50 pounds without assistance. An employee must handle dogs, cats, small mammals and birds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus while performing the duties of this job. The employee is regularly required to stand; walk; use hands to finger; handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time, with or without notice.