



PART-TIME ANIMAL CONTROL ASSISTANT

Job Details

Job Location: City of Holbrook, AZ	Position Type: Part-Time
Education Level: High School Diploma/GED	Salary: Minimum Wage
Job Shift: Day	Travel Percentage: Negligible
	Job Category: Animal Control

Description

Job Summary

Under the general supervision of the Animal Control Supervisor, performs routine and technical services relating to the maintenance, upkeep, and improvements of the shelter; health, welfare, care, and well-being of the animals at the shelter; and responding to citizen complaints under specific circumstances.

Essential Job Functions

The following duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change, or rescind work assignments as needed. The goal of the Animal Shelter Maintenance Technician is to keep the kennel facility running smoothly while ensuring the animals remain safe and well cared for. Some specific duties and responsibilities include:

- Maintains the cleanliness of kennels and animal shelter grounds.
- Disinfects the area and restocks supplies.
- Feed and water the animals.
- Taking animals for walks and playing with them for enrichment.
- Observing animals and noting any concerns with their behavior or health.
- Grooming and bathing the animals.
- Administering medications or treatments to animals as directed by a veterinarian.
- Documenting all care provided and any incidents that occur.



- Responds to calls regarding stray, injured, abused, or dangerous animals under the supervision of the Animal Control Supervisor.
- Capture and impound stray or aggressive animals using humane methods.
- Assists in investigating reports of animal cruelty, neglect, or abandonment.
- Transports animals to shelters, veterinary clinics, or rehabilitation centers.
- Provide emergency first aid to injured animals when necessary.
- Maintain accurate records of incidents, impoundments, and investigations.
- Assist with animal adoption process and community outreach events.
- Assist with any duties the Supervisor requires.

Supervisory Responsibility

- Receives directions from the Animal Control Supervisor.

Other Duties

- Exposure to potential physical harm, infectious disease.
- Ability to lift and carry heavy or bulky items (up to 100 lbs.).
- Must be able to wear personal protective equipment required to perform the essential functions of the job.

Knowledge, Abilities, and Skills

- Passion for animal welfare
- Basic math and measurement skills to manage food, water, and medications.
- Ability to calm and control nervous or mistreated animals.
- Patience and persistence.
- Ability to anticipate animal needs.
- Ability to handle emotionally difficult situations.
- Ability to handle and restrain animals using appropriate procedures.
- Strong communication and client service skills.
- Ability to exercise and do practical work such as cleaning and sanitizing.

Qualifications



Required Education and Certifications

- Does not require a minimum educational degree or background. Training takes place on the job after being hired. A candidate with prior experience as a Kennel Assistant or in a similar position may have an advantage over applicants with no training.

License or Certificate

- Possession of a valid Arizona driver's license.

Position Type/Expected Hours of Work

- Regular organizational business hours: See HR for details of current schedule.

Special Requirements

- Adapt to unique and changing situations.
- Outdoor field work in varying weather conditions.

Physical Demands

- Heavy lifting, reaching, stooping, bending, crawling, crouching and climbing.
- Walking and exercising animals.
- Use fingers to operate computer or typewriter keyboards, hand tools, mechanical tools and devices.
- Appropriate professional interaction with others.
- Work requires workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp, and turn objects; and use fingers to operate computer or typewriter keyboards.
- Work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands



- Workers are required to participate and aid during callbacks, standbys, emergencies, or on call duty, as necessary.
- Subject to work hazards and unpleasant conditions, occasional exposure to inclement weather may be required to occasionally work beyond normally scheduled work hours, weekends, and holidays.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.
- Duties, responsibilities, and activities may change at any time with or without notice.

Application Process

Interested applicants should submit a completed City of Holbrook application (available <https://drive.google.com/file/d/10zAgbmeAwpH8r490DPPO2TGPmnWs76Ef/view>), along with a cover letter and resume. Application packages may be emailed to the Director of Administration/Human Resources, Misty Hatch, at mhatch@holbrookaz.gov.

The City of Holbrook is an Equal Opportunity Employer

Applications will be accepted until the position is filled or interviews begin. The City of Holbrook reserves the right to modify, suspend, or discontinue this recruitment at any time, with or without notice.