

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (PARKING AND BY-LAW ENFORCEMENT DIVISION – ANIMAL SERVICES - LOCATION - 247 DARTNALL RD.)

ANIMAL CARE ATTENDANT I - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Animal Services/Municipal Law Enforcement, provides general care for animals held in custody. Cleans cages of all animals housed in the shelter. Responds to the pager to escort the public to the kennels to look for lost pets.

GENERAL DUTIES

Provides general care for animals held in custody.

Cleans cages of all animals housed in the shelter (includes dogs, cats, birds, rodents, reptiles, rabbits and occasionally livestock).

Prepares and distributes food to each animal according to the animal's dietary requirements.

Cleans and disinfects all kennels, cages and animal care equipment.

Maintains a clean working environment by regularly cleaning and disinfecting floors, walls and windows of all holding areas, the quarantine area and the hallways accessing the holding areas.

Cleans and disinfects window and doorway openings and all air exchange vents and air filters.

Launders blankets and bedding.

Sorts and monitors shelter food supply and advises Supervisor of shortages.

Assists in the intake of aggressive, difficult or unpredictable animals.

Assists in triage respecting wildlife and exotic animals.

Provides routine medical treatment (ie. administers topical antibiotics, applies anti-fungal and anti-parasitic ointments and creams, administers oral medications) and grooms matted animals as directed by the Veterinary Technician.

Assists Veterinary Technician with medical treatment of animals (ie. hold and comfort animals during treatments) and makes recommendations as to which animals should be euthanized, rescued or adopted.

Monitors the general health of all animals and reports changes in health, temperament or behaviour to the Veterinary Technician.

Reports changes in health, temperament or behaviour of animals held in quarantine to Public Health Inspector.

Maintains accurate written records regarding behaviour, temperament, illness, arrival dates and animal placement with the shelter.

Consults Veterinary Technicians respecting the proper diet and handling of exotic or wild animals.

Assists in the evaluation of animals. Records and reports health abnormalities to the Veterinary Technician.

Takes a daily inventory of the animals in the shelter.

Assists staff with euthanasia or performs emergency euthanasia as required.

Restrains animals during euthanasia and prepares bodies for disposal.

Updates shelter's records respecting euthanized animals.

Provides instruction to students and volunteers as required.

Escorts the public to the kennels to look for lost pets.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Previous experience related to caring for animals, which are in custody normally acquired by a combination of education and work experience.
2. Demonstrated experience in working with a minimum of supervision and to maintain accurate records.
3. Demonstrated experience in working around aggressive animals and ability to lift up to 50 pounds.
4. Ability to work both inside and outside in all weather conditions.
5. Must experience no allergic reactions to animals or chemicals utilized in the shelter.
6. Previous cleaning experience with working knowledge of cleaning methods, materials and equipment.
7. Effective communication skills and the ability to relate to seniors, the public, staff and government agencies.
8. Demonstrated ability to identify breeds of animals.
9. A course in animal husbandry preferred

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.