

# LINN COUNTY CLASSIFICATION

**TITLE: KENNEL PERSON**

**NUMBER: 600**

**APPROVAL ORDER NUMBER: 2016-269**

**PAY RANGE: 07**

**DATE: August 9, 2016**

**CATEGORY: DSA**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Operates and maintains County animal shelter; insures clean and sanitary conditions for dogs that have been impounded.

SUPERVISION RECEIVED: Works under the supervision of the Animal Control Supervisor who assigns duties, provides training and evaluates work performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Inspect, feed and care for all dogs coming into the kennel. Clean out kennel interior and outside kennel runs and sewers.
2. Perform euthanasia on dogs and other small animals.
3. Clean and damp mop office and restrooms. Empty and clean truck at the end of the day.
4. Bring reclaimed dogs to owners; show dogs to the public when requested.
5. Make periodic checks of kennel, office, parking lot and restrooms. Secure all kennel and office doors at the end of the day. Clean and maintain coolers.
6. Assist in the office on a relief basis as necessary.
7. Assist with transporting of donated supplies and shelter animals from Lebanon and Sweet Home Police Department's temporary shelters.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to

best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of canine care and handling. Knowledge of laws regulating canine care and destruction. Ability to maintain, clean and sanitize kennel area. Ability to feed and care for dogs that have been impounded. Ability to work harmoniously with other employees and the general public. Ability to euthanize dogs, cats and other small animals as required.

**EXPERIENCE, EDUCATION AND TRAINING:** One year of experience in the care and handling of livestock, preferably knowledge of dogs and their characteristics; graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Within the first year of employment, obtain receive State Euthanasia Certification; a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors and outdoors in all types of weather and in all areas of the County. Work requirements include being able to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move one hundred twenty (120) pounds is also required.