



**Metro Public Health Dept**  
 Nashville / Davidson County  
 Protecting, Improving, and Sustaining Health

Series Title: Animal Care Assistant	Fair Labor Standards Act (FLSA): Non-Exempt
Animal Care Assistant	
Salary Grades:  Animal Care Assistant – 1 - ST06 – 11219 Animal Care Assistant – 2 – ST07 Animal Care Assistant - 3 - ST08 - 11220	Effective Date: 01/08/2015 Revision Date: 06/09/2022 Amendment Date: 07/01/2022

#### Series Objective:

Care for and monitor the animals in shelter custody. Assist shelter patrons.

#### Major Responsibilities:

- Perform animal care and related duties, such as feeding, cleaning, exercising, and monitoring the behavior and health of animals in shelter custody.
- Responsible for the daily care of animals, including providing appropriate food and water, as well as basic grooming and bathing; cleans animal cages, runs and performs general housekeeping of shelter.
- Assists shelter patrons, animal control officers and outreach staff with animal handling, to include transferring and relocating animals from vehicles, cages and housing units.
- Monitor animals and immediately reports health, behavior or temperament issues to supervisor.
- Assist with animal intake, evaluation and medical treatments as directed, including disease prevention and reduction efforts.
- Maintain animal care reports and documentation.
- Maintain daily log sheets and inventories, completes intake and care reports, and prepares related reports or record keeping as required.
- Responds to patron inquiries related to animal health education and related programs; provides humane education pamphlets or materials.
- Must have and be able to demonstrate knowledge of:
  - --basic animal welfare standards, including safe animal handling procedures for domestic and wild animals. --proper use, secure storage, and disposal of lethal chemicals, syringes and related equipment.

- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Perform euthanasia of animals.
- Work cooperatively with all staff, volunteers, and supervisors to foster a spirit of teamwork
- Support and participate in departmental response to disaster and emergency events.
- Demonstrates MPHD’s core values of Professionalism, Respect, Integrity, Dedication, and Equity (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government.
- Supports and participates in departmental response to disaster/emergency events.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

Classification	Distinguishing Characteristics (Responsibilities and Competencies are Cumulative)
<p><b>Animal Care Assistant 1</b></p>	<p>Reports to Animal Care Supervisor. Non-supervisory.</p> <p>Education and Experience: <b>Minimum Qualifications:</b> High school diploma or its equivalent and a minimum of 6 months of paid or unpaid Animal Welfare experience.</p> <p><b>Preferred Qualifications:</b> Associates degree or higher.</p> <p>Must be a Certified Animal Euthanasia Technician (CAET), or obtain that certification within six months of hire.</p> <p>Competencies:</p> <p>Communicating with Coworkers: Communicating information using either face-to-face, written, or via telephone or computer</p> <p>Task-Relevant Knowledge: Knowledge of standard practices and procedures necessary to accomplish tasks.</p> <p>Creative Problem Solving: Using novel ideas to solve problems as a leader.</p> <p>Sensitivity to Situations: Assessing situational forces that are promoting and inhibiting an idea for change.</p> <p>Multi-Tasking: Working on a variety of tasks simultaneously and shifting one’s resources between multiple systems when needed.</p> <p>Organization Skills: Organizing one’s responsibilities and performing them in an efficient manner.</p>

	<p>Stress Tolerance: Remaining effective even when situations become stressful.</p>
<p><b>Animal Care Assistant 2</b></p>	<p>In addition to the previous responsibilities and competencies:</p> <p>Reports to Animal Care Supervisor and Lead Animal Care Assistant</p> <p>In addition to the previous responsibilities and competencies:</p> <p>Reports to the Animal Care Supervisor. Lead Animal Care Assistant.</p> <p>Major Responsibilities: Training, coaching, and scheduling Animal Care Assistants. Identifies problems and responds to the more difficult situations with shelter patrons, animal control officers and outreach staff related to animal handling, health, behavior or temperament issues, and provides timely information to supervisor. Initiates tasks or projects to improve the efficiency of daily organizational flow.</p> <p>Education and Experience: <b>Minimum Qualifications</b> High school diploma or its equivalent required. Requires minimum of 1 year of paid animal welfare experience, or an equivalent combination of relevant education and experience.</p> <p><b>Preferred Qualifications:</b> Associates degree or higher.</p> <p>Some lead or supervisory experience preferred. Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.</p>
<p><b>Animal Care Assistant 3</b></p>	<p>In addition to the previous responsibilities and competencies:</p> <p>Reports to the Animal Care Supervisor. Lead Animal Care Assistant.</p> <p>Major Responsibilities: Training, coaching, and scheduling Animal Care Assistants. Identifies problems and responds to the more difficult situations with shelter patrons, animal control officers and outreach staff related to animal handling, health, behavior or temperament issues, and provides timely information to supervisor. Initiates tasks or projects to improve the efficiency of daily organizational flow.</p> <p>Education and Experience: <b>Minimum Qualifications</b> High school diploma or its equivalent required. Requires</p>

	<p>minimum of 2 years of paid animal welfare experience, or an equivalent combination of relevant education and experience.</p> <p><b>Preferred Qualifications:</b> Associates degree or higher.</p> <p>Some lead or supervisory experience preferred. Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.</p> <p>Competencies:</p> <p>The Competencies required for Animal Care Assistant, as well as:</p> <p>Analytic Thinking: Using existing information to logically evaluate situations and solve problems. Utilizing inductive and deductive logic to make inferences.</p> <p>Coaching, Developing, Instructing: Coaching, teaching, and advising others to help them develop their knowledge and skills. Creating individual development plans. Selecting appropriate training courses to address developmental needs.</p>

**Minimum Qualifications:**

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- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.
- Possess required competencies upon hiring.
- Ability to establish and maintain effective working relationships

**Working Environment/Physical Demands:**

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- Must receive pre-exposure rabies vaccinations.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification series. Employee may perform other related duties as needed to meet the ongoing needs of the department.