



Shelter Technician 1

Bargaining Unit: 1553 Courthouse Employees

Class Code:
B90753

SALARY RANGE

\$15.69 - \$21.96 Hourly
\$2,549.74 - \$3,568.60 Monthly
\$30,596.89 - \$42,823.23 Annually

GENERAL PURPOSE:

This position performs entry-level work related to the routine care of animals, maintenance and upkeep of the Spokane County Regional Animal Protection Service (SCRAPS) Regional Shelter and the euthanasia and cremation of animals in the facility, as necessary.

The incumbent is also responsible for daily care of animals, cleaning and maintaining shelter equipment, the regional facility, and surrounding grounds under the direction of the Shelter Operations Manager or designee. Positions are responsible for euthanizing and cremating animals at the facility. Work is performed according to department regulations, Spokane County Code, the Revised Code of Washington (RCW) and department standards relating to animal care and protection. Work may involve operating a County vehicle to pick up confined, loose or DOA animals, as well as picking up shelter donations in the community. The Shelter Technician is distinguished from Senior Shelter Technician by the absence of lead responsibilities, the need for closer supervision and a narrower scope of job duties.

ESSENTIAL JOB FUNCTIONS:

- use of specialized cleaning and disinfecting equipment.
- Maintains animal housing areas, indoor and outdoor fencing and surrounding grounds.
- Performs routine maintenance and minor repairs on kennel gates, fences, doors, and kennel machinery, i.e., floor care equipment, steam/pressure washer, crematorium, refrigeration unit, etc.
- Cares for animals impounded at the shelter including feeding, watering and monitoring animals for health concerns.
- Performs initial basic health exam for impounded animals, including administering vaccinations, microchip scanning, reporting any noticeable health issues or concerns, determining if the animal should be isolated, etc.; completes related documentation.
- Handles sick, injured, and dangerous animals as necessary.
- Medicates animals as needed according to department policies and procedures.
- Routinely vaccinates and microchips animals; may transport animals to and/or from the veterinarian for spay/neuter procedures, exams, treatments, etc.
- Maintains accurate records of all activities.

- Restrains animals for humane euthanasia and handler safety.
- Determines proper dosage of drug for tranquilization and euthanasia and administers injections.
- Operates crematorium for disposal of dead animals.
- May assist with foster animal placement, including: schedules and/or performs foster animal exams and check-ups, organizing additional medical care when necessary; assists with vetting and orienting new foster parents, matching animals with appropriate foster homes, responding to foster home questions and concerns; works with Outreach Coordinator to ensure a clear pathway for animals transferring from a foster home to an offsite adoption event/venue, etc.; maintains electronic foster home and animal records.
- May operate a County vehicle for the purposes of picking up confined, loose or DOA animals from the public, business or roadways as needed or assigned.
- May also pick up donated items from area businesses and private parties.
- Performs other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED equivalent.
- NOTE: Requires successful completion of criminal background check.
- Must successfully obtain a certificate for legend drug/euthanasia as required by the Washington State Board of Pharmacy within 6 months of employment.
- Possession of a valid Washington Driver's License at time of hire and for the duration of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of custodial methods and procedures for animal facility.
- Knowledge of the care and handling of animals.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective working relationships with supervisors, coworkers, volunteers and the general public.
- Ability to perform moderately strenuous manual tasks.
- Ability to perform a variety of custodial functions to ensure a clean and sanitary environment.
- Ability to handle animals in humane manner, under a variety of situations.
- Ability to euthanize animals.
- Ability to exercise good judgment in handling potentially hostile animals.
- Ability to maintain simple records.
- Ability to provide exemplary customer service.
- Ability to operate general office equipment, such as copiers, faxes, telephones, personal computers and software related to the performance of duties.

BEHAVIORAL STANDARDS:

All County employees are responsible for contributing to a safe and positive work environment, actively demonstrating the County values in their daily work and interactions:

- **Respect:** Appreciating and valuing customers, other County employees and County leadership by showing courtesy, friendliness and fairness. Communicating in a productive and professional manner.
- **Accountability:** Honoring and delivering on commitments by taking responsibility for personal actions and results; being a responsible steward of public resources and the trust County residents have placed in each of us.
- **Integrity:** Modelling transparent and ethical behavior and demonstrating it with honest and trustworthy behaviors and actions; leading by example and performing work to the highest standards.
- **Innovation:** Striving for excellence by actively pursuing opportunities for new and improved methods, procedures or technologies; fostering an environment of engagement and empowerment and embracing continuous improvement.

ESTABLISHED / REVISED DATES:

DATE ESTABLISHED: 6/13/2013 (Revised 8/7/14; 3/21/18; 4/21/21; 11/28/22; 12/09/2022, 06/05/2023)

(Replaces Kennel Maintenance Assistant)