



## Shelter Technician 2

Bargaining Unit: 1553 Courthouse Employees

Class Code:  
B90553

### SALARY RANGE

\$17.65 - \$24.70 Hourly  
\$2,868.67 - \$4,013.39 Monthly  
\$34,424.08 - \$48,160.62 Annually

### GENERAL PURPOSE:

This position serves as lead worker for the Shelter Technicians related to the care and treatment of animals, the maintenance and upkeep of the Spokane County Regional Animal Protection Service (SCRAPS) Regional Animal Shelter and the euthanasia and cremation of animals in the facility as necessary. Reports directly to the Shelter Operations Manager. The position allocated to this class functions as a working lead, responsible for the feeding, care, euthanizing and cremation of animals at the SCRAPS Regional Animal Shelter, as well as cleaning and maintaining shelter equipment, the regional facility and surrounding grounds under the general direction of the Shelter Operations Manager. As assigned, provides assistance to the veterinary medicine division. Trains and coordinates the work of the Shelter Technicians. Work is performed with independence according to department regulations, Spokane County Code, the Revised Code of Washington and department standards relating to animal protection and care.

The Shelter Technician 2 is distinguished from the Shelter Technician 1 by the performance of lead duties and responsibilities. It is distinguished from the Animal Protection Assistant by the primary focus of duties being the care and maintenance of animals and the facility rather than office support work.

### ESSENTIAL JOB FUNCTIONS:

- Acts as lead worker, providing training and assistance to employees, volunteers, and/or other workers; coordinates, organizes, prioritizes, assigns and monitors daily work activities; inspects completed work of shelter technicians and troubleshoots problem situations; provides input to the Shelter Operations Manager regarding employee performance.
- Builds a cohesive work team by helping resolve conflict, increasing mutual trust and encouraging cooperation, coordination, and identification with employees.
- Coaches team for effective performance.
- Implements team building concepts to create effective shelter technician team.

- Maintains confidentiality.
- Explains shelter operation policies and procedures; troubleshoots difficult situations involving animals or customers.
- Provides input to the Shelter Operations Manager on the development of policies, procedures and training to improve the efficiency and effectiveness of daily shelter operations.
- Provides care for impounded animals; observes, documents and evaluates to identify illnesses/injury; conducts disease testing.
- Isolates injured/ill animals as necessary; makes veterinary appointments as necessary.
- Treats animals and administers medications as appropriate; injections of medication, vaccinations, tranquilizer or other drugs.
- Handles, lifts, carries and moves animals, restraining as appropriate; handles frightened, fractious and injured animals; breaks up fights and segregates disruptive animals; isolate or move animals for public safety.
- May conduct behavior assessments.
- Assists in selecting appropriate animals for adoption, foster, transfer, euthanasia.
- Euthanizes and disposes of animals per prescribed guidelines and methods; records use of euthanasia drugs and monitors inventory levels; maintains records of euthanized animals; disposes of deceased animals and carcasses.
- Operates crematorium for disposal of dead animals.
- Performs administrative tasks in a lead role; prepares statistics, review reports for accuracy; reviews correspondence submitted by outside agencies; assists in developing procedures and forms relating to shelter operations.
- Receives various forms, reports, correspondence, logs, animal records, veterinary reports, material safety data sheets, policies, procedures, animal care books, medical books, manuals, directories, catalogs, reference materials, or other documentation; review, completes, processes, forwards or retains as appropriate.
- Performs general/preventative maintenance tasks necessary to keep equipment, vehicles, tools in clean and operable condition, which may include inspecting equipment, washing/cleaning equipment, changing air filters or cleaning work areas; monitors equipment, building operations to maintain efficiency and safety; reports faulty equipment.
- Monitors safety practices and ensure safety procedures are in place and observed in accordance with Federal, State, and County regulations or policies.
- Monitors shelter inventory.
- Orders hand tools, replacement parts for kennel machinery, chemicals, vaccine, disinfectants, dog and cat food, paint and other shelter supplies.
- Performs duties of lower level classifications, as needed to provide adequate coverage.
  
- Performs other related duties as required/assigned.

***When assigned to Veterinary Medicine:***

- Pursuant to established protocols and in partnership with shelter and partner veterinarians, provides veterinary care to animals residing in the shelter and in foster care. Performs physical evaluations and exams; administers medications and other medical care (e.g., subcutaneous fluids) and treatments; monitors the efficacy of treatment protocols; seeks guidance from shelter and partner veterinarians, as needed; organizes emergency veterinary care, when necessary.
- Advises Shelter Technicians on appropriate medical protocols and the provision of veterinary care.
- Amends current and implements new veterinary care and treatment protocols based on veterinary guidance.
- Assists staff veterinarians with surgical procedures, as needed or requested.

***When assigned to Animal Behavior, Transfer, and Foster:***

- Leads and coordinates the performance of behavior evaluations for shelter animals and the training and work of the staff and volunteer evaluators; reviews the results of behavior evaluations, directs and monitors behavior modification, works on behavior modification with individual animals, and determines appropriate placement options; oversees and coordinates the work of behavior team staff members.

- Leads and coordinates the transfer program, facilitating the transfer of animals to organizational partners and rescue groups; serves as the primary contact for and works directly with organizational partners and rescue groups; recruits new partners with which to collaborate; develops and maintains positive relationships with organizational partners and rescue groups to aide in the placement of shelter animals.
- Leads and coordinates the shelter's foster program; recruits, interviews, onboard, trains, serves as the primary contact for, and provides ongoing support to foster families; facilitates the provision of veterinary, follow-up, and other care to foster animals; leads, coordinates, and supports the efforts of the Shelter Technician assigned to Foster.
- Keeps current on progressive trends in foster care, behavioral evaluation methods and tools, and shelter enrichment activities; facilitates shelter enrichment activities by designing programs, training behavior team staff members, and monitoring effectiveness.
- Selects animals to attend outreach events and offsite adoption events/venues, and coordinates animal attendance/placement with the Outreach Program Coordinator; selects animals to be transferred to offsite adoption locations and coordinates transfer..
- Educates and trains volunteers on animal behavior, appropriate animal handling, animal socialization; provides ongoing assistance and support to volunteers.
- Handles and interacts with shelter animals to take photos, create videos, and construct biographies; leads efforts to facilitate the placement of animals through "special" adoptions.
- Represents SCRAPS positively in all interactions; educates the community on the mission and purpose of SCRAPS.
- Works a variable/flexible schedule, including weekends and evenings, as necessary to meet placement objectives.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED equivalent.
- One (1) year of experience (paid or voluntary) which provides an understanding of the care and handling of animals.
- Prefer college coursework in animal husbandry, veterinary medicine or a related field and lead experience.
- 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.
- ***When assigned to Veterinary Medicine:*** Veterinary Assistant or Technician education, licensure, and experience preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the care and handling of animals.
- Knowledge of custodial methods and procedures, including proper methods and procedures for the cleaning and disinfecting of animal enclosures.
- Knowledge of the operation, maintenance and repair of assigned equipment.

- 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 effectively train and monitor the work of others
- Ability to perform moderately strenuous manual tasks.
- Ability to handle animals in a humane manner, under a variety of situations
- Ability to exercise good judgment in handling potentially hostile animals.
- Ability to maintain records as they relate to the position.
- Ability to deal courteously and tactfully with the general public and maintain composure in difficult situations.
- Ability to operate general office equipment such as copies, faxes, telephones and personal computers.

**CLASSIFICATION STANDARDS (NOT USED ON NEWER CLASS SPECS):**

**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:**

6/13/13 (Replaced Kennel Maintenance Officer)

6/1/17 Revised class spec

1/8/19 Revised class spec

11/28/22 Revised salary