

# Contra Costa County Animal Services Department

**Position:**

Temporary Employee (part-time and full-time)

**Classification Title:**

ANIMAL SERVICES FIELD UTILITY WORKER

**SALARY RANGE**

\$17.95 - \$21.82 Hourly

**MINIMUM QUALIFICATIONS:**

**License Required:** Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.

**Education:** Possession of a high school diploma, G.E.D. equivalency or high school proficiency certificate.

**KNOWLEDGES, SKILLS, AND ABILITIES:****Knowledge of:**

- Basic record keeping principles and procedures
- English usage, grammar, spelling, vocabulary, and punctuation
- Basic arithmetic

**Ability to:**

- Learn the animal shelter and field services' policies, procedures and terminology as appropriate
- Learn State laws and County ordinances relating to the care, treatment and impounding of animals
- Learn the descriptive and distinguishing characteristics of different breeds of dogs and cats
- Learn proper kennel hygiene, and follow safety procedures and practices relating to animal control and care
- Properly and legibly complete necessary forms
- Lift, carry and move live or dead animals, and/or equipment
- Learn proper method to collect and dispose of animal carcasses on and off site
- Operate vehicles safely and equipment associated with vehicle properly
- Communicate and interact courteously and effectively with co-workers, staff, volunteers, members of the general public, and law enforcement personnel

- Learn proper radio transmission etiquette to effectively communicate with County communication center and other staff as necessary
- Provide high level customer service
- Read, understand and follow both written and oral instructions
- Document accurately information pertaining to animal location in database used at Animal Shelters
- Complete routine assignments without immediate supervision and within established timeframes
- Perform a variety of manual tasks without immediate supervision
- Learn to pour and measure cleaning solutions in the appropriate amounts
- Lift and carry equipment and materials as a part of assigned duties
- Sweep, rake, dig, shovel
- Learn and follow safety procedures when utilizing equipment, and cleaning solutions
- Learn to use a variety of equipment in the performance of the job
- Learn to operate mechanical equipment including landscaping equipment, floor scrubbing and polishing equipment, automated kennel cleaning equipment

#### **TYPICAL TASKS:**

- Responsible for the collection and disposal of deceased animals in the field throughout the County
- Transports animals to or from emergency veterinarians and other locations as needed
- Handles animals humanely and according to shelters policies and procedures
- Scans animals for microchips and documents any other form of identification on the animal
- Observes animals for signs of sickness and notifies supervisor of symptoms
- Moves animals within the center from one animal holding area to another during cleaning and in preparation for opening to the public
- Transports vehicles from one location to another for service and other purposes
- Transports equipment, goods, supplies, and materials as needed
- Cleans and maintains kennels and other small animal holding cages
- Maintains corrals and cleans stalls and other outside areas for animals
- Cleans, sweeps and hoses off parking areas and other public areas around the center
- Enters simple data into the department's animal data base to reflect location changes of animals
- Performs work at all animal services permanent or temporary locations as needed or assigned
- Maintains appearance of center, both indoors and outdoors, performing such duties as cutting, trimming, raking, and digging in the atrium area, vacuuming, mopping, polishing, dusting, carrying, unloading, shelving, stocking, emptying, and removing various objects, containers, and appurtenances of the center
- Performs other duties as required

#### **SELECTION PROCESS:**

If you wish to be considered for this position, please submit a cover letter and resume to: [asdpersonnel@asd.cccounty.us](mailto:asdpersonnel@asd.cccounty.us) or mail to 4800 Imhoff Place, Martinez CA 94553.