



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: December 29, 2023

CLOSE DATE: Until Filled

JOB TITLE: Animal Care Technician (Full-Time 2 Vacancies)

PAY RATE: \$16.00/hr

DEPARTMENT: Las Vegas Police Department

SUMMARY:

Animal Care Technicians work under the direction of the Animal Care Center Manager. They are responsible for the feeding, cleaning, and basic care of shelter dogs and cats and ensuring the environment is clean and welcoming. This position requires attention to detail and the ability to handle animals in a caring and humane manner.

DUTIES AND RESPONSIBILITIES

- Following all animal care center procedures and protocols.
- Clean and sanitize all animal enclosures and common spaces daily and manage deep-clean standards.
- Check and maintain supply levels.
- Ability to handle all cats and dogs regardless of their breed, temperament or behavior.
- Report any signs of illness, disease, injury or unusual activity to supervisor/manager.
- Provides food, water and proper care for all care center animals by adhering to schedules and protocols within departmental policy.
- Monitors all animals, including those that may be isolated or quarantined for signs of illness or unusual behavior; makes notations and reports problems regarding health and behavior to the appropriate supervisor/manager and/or medical staff member.
- Performs daily animal enrichment activities.
- Feed and administer medications daily.
- Order food, general supplies, vaccines, medications and veterinary supplies.
- Stay current on national trends in animal sheltering and participate in continuing-education opportunities.
- Put public safety first when evaluating and matching appropriate animals with appropriate adopters when adopting out care center-owned animals to new homes.
- Positively interact with the public when limiting their access to the facility and animals.
- Monitor to ensure Pet Animal Care Facilities Act (PACFA) rules are being followed correctly at all times.
- Maintain working relationship with community law-enforcement agencies.
- Maintain building and equipment.
- Record keeping and reporting.
- Performs other duties as assigned.

Animal Care Technician (FT)

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MINIMUM JOB QUALIFICATIONS

- High School Diploma or G.E.D.
- Must be proficient in WORD and Excel.

PREFERRED QUALIFICATIONS

- Previous Animal Protection officer or Animal Welfare Investigator experience or equivalent.
- Training and/or certification from an accredited veterinary technical school.
- Bilingual skills in English/Spanish.

EMPLOYMENT REQUIREMENTS

- If over 18 years age, must possess and maintain an insurable New Mexico Class D Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City, County and State ordinances and statutes regarding Animal Control.
- Knowledge of basic methods of animal collection, care and disposal.
- Knowledge of animal behavior and nutritional needs.
- Knowledge of common animal disease and methods of control, treatments and vaccinations.
- Ability to learn and follow City and Department rules and regulations.
- Knowledge of safety precautions and procedures.
- Knowledge of radio dispatch procedures.
- Knowledge of protection of human health from animal diseases.
- Knowledge of various breeds of dogs and cats.
- Ability to organize and prioritize work.
- Ability to prepare and maintain records and written reports.
- Ability to follow established administrative procedures and standards and exercise proper judgment.
- Ability to establish and maintain effective working relationships with staff, public, management, governmental officials, and others encountered in the course of work.
- Ability to understand problems of the general public concerning animals.
- Ability to remain calm in an emotionally charged atmosphere.
- Ability to work with and handle stressed, injured and possibly aggressive animals safely and in a humane manner.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must be able to lift and/or up to 50 pounds.
- Handle dogs weighing up to 150 pounds.
- Work is normally performed inside; some outside work is required.
- Exposure to noises, vibrations, odors, dust and noxious fumes; work in inclement weather conditions.
- Exposure to bites, scratches, animal wastes and contagious diseases.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling for prolonged periods of time.
- Encounters with diseased, injured, or dangerous animals.
- Exposure to chlorine and other types of chemicals related to animal care and enforcement.

- Occasionally exposed to loud noise above 95 decibels given the barking of dogs, and other animal noises in kennel areas and in field settings.
- Must be able to work weekends and holidays if necessary.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application,

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>


Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


12/29/23

Timothy Montgomery, Interim City Manager



Darlene Arguello, Human Resource Director