

CARROLL COUNTY

Job Description

JOB TITLE: Pound Keeper

COMPENSATION: 20-29.75 hours per week

DEPARTMENT: Dog Pound

SUPERVISOR: Cason Leggett, Chief Dog Warden

J50 P503

5-30-24

SUMMARY: Under general supervision, attends to and cares for animals and the facility by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties applicable to the position may be assigned as needed.

40% -- Feeds, waters, and cleans animals according to schedules. Cleans and disinfects cages, pens, and yards. Observes animals for signs of illness and advises course of action. Transfers animals between quarters. Records information according to instructions such as genealogy, diet, weight, medications, food intake, and license/chip numbers.

30% -- Cleans and maintains the facility work areas, offices, restrooms, and grounds. Operates a push/riding mower and/or weed trimmer.

25% -- Impounds, redeems, and adopts out animals. Gives vaccinations and implants micro-chips. Prepares and maintains records, reports and documentation on impounded animals. Securely handles cash. Answers inquiries from the public. Answers phones and takes messages.

5% -- In cooperation with the Deputy Dog Warden and the Chief Dog Warden, will snare animals with net, rope, or device. Cages or secures animals in truck. Removes animal from truck to shelter cage or other enclosure. Performs other tasks as directed by the Chief Dog Warden or Deputy Dog Warden.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) and 6- 18 months related experience and/or training.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel object, tools, or controls and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 100 pounds.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually high. Employee may be exposed to hazardous chemicals including carbon monoxide, vicious animals, and diseases. Schedule will vary weekly and will include weekends and holidays.