

# **NOTICE OF JOB OPENING**

**March 11, 2016**

**JOB CLASSIFICATION: Kennel Master**

**The City of Benton Animal Control Department is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.**

**Grade 5: Entry Level \$22,606 - \$33,908**

**Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application is available from the Human Resources Department or a printable application is available on line at [www.bentonar.org](http://www.bentonar.org). Deadline for submitting application is 5:00 p.m. March 18, 2016.**

**CITY OF BENTON, ARKANSAS  
JOB DESCRIPTION**

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| <b>JOB TITLE: Kennel Master</b>            | <b>DATE: 07/08</b>                             |
| <b>DEPARTMENT: Animal Control</b>          | <b>GRADE: 5</b>                                |
| <b>DIVISION: City General</b>              | <b>FLSA STATUS: Non-exempt</b>                 |
| <b>REPORTS TO: Animal Services Manager</b> | <b>EEO CATEGORY: Service /<br/>Maintenance</b> |

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** To care for animals impounded at the City Animal Shelter.

**ESSENTIAL JOB FUNCTIONS:**

1. Examines incoming animals and monitors impounded animals for symptoms of disease and injury and notifies supervisor of those not in healthy condition.
2. Feeds and waters animals according to schedule; cleans kennels and cages using appropriate cleaning agents and equipment.
3. Performs surgical animal decapitations and prepares specimens for shipment to the State Health Department.
4. Assists customers in selection animals for adoption.
5. Other duties as assigned.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Performs outside maintenance such as mowing grass, trimming shrubs, and general cleanup.
2. Operates a pickup truck to transport animals or perform other duties as required.
3. May be assigned as backup to Animal Services Officers.

|   |                              |
|---|------------------------------|
| <b>Budget Responsibility:</b>                   | <b>\$ N/A Annual dollars</b> |
| <b>Facilities and Equipment Responsibility:</b> | <b>\$ 4,000 Total value</b>  |

**MINIMUM QUALIFICATIONS:**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the various breeds of domestic animals and their behavioral characteristics.

Knowledge of the handling, feeding and general care of domestic animals.

Knowledge of the laws and ordinances governing animal control operations.

Skill in the operation of an automatic transmission automobile.

Skill in the use of cleaning materials and equipment.

Ability to recognize symptoms of disease or injury of animals.

Ability to communicate effectively, both orally and in writing.

Ability to lift and carry heavy objects (50-100 lbs.).

*These knowledge, skills, and abilities are usually, although not always, acquired through completion of high school and one (1) year of experience in the care of domestic animals.*

**EDUCATION AND EXPERIENCE:**

High school diploma and GED and twelve (12) to eighteen (18) months of related experience and/or training. Equivalent combinations of education and experience will be considered. Must possess a valid Arkansas Driver's License before employment and maintain licensure for the duration of employment in this position.

**INTERNAL COMMUNICATIONS:**

Limited contacts within the department and with other departments as needed.

**EXTERNAL COMMUNICATIONS:**

Regular contacts with the general public and outside representative as needed.

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | Yes | No |
|--|-----|----|
| Lifting (lbs.)   | 100 |    |
| Carrying (lbs.)  | 100 |    |
| Stooping/Bending   | X   |    |
| Kneeling/Squatting   | X   |    |
| Walking  | X   |    |
| Standing   | X   |    |
| Sitting  | X   |    |
| Climbing, Balancing (working from a ladder)                            |     | X  |
| Use of Hands to Finger, Handle, or Feel                                | X   |    |
| Physical Coordination (simultaneous use of hands, arms, feet and legs) | X   |    |
| Eye-Hand Coordination  | X   |    |
| Close Vision (Clear at 20 inches or less)                              | X   |    |
| Distance Visions (clear at 20 feet or more)                            |     | X  |
| Color Vision   | X   |    |
| Depth Perception   |     | X  |
| Hearing  | X   |    |

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job.*

|  | YES | NO |
|--|-----|----|
| Outdoor Weather Conditions   | X   |    |
| Wet, Humid Conditions (non-weather)                                  | X   |    |
| Work Near Moving Mechanical Parts                                    |     | X  |
| Work in High, Precarious Places                                      |     | X  |
| Fumes or Dust  | X   |    |
| Toxic or Caustic Chemicals   | X   |    |
| Extreme Heat (non-weather over 90 degrees F.)                        |     | X  |
| Low Noise (e.g., business office)                                    | X   |    |
| Moderate Noise (e.g., light motorized equipment such as lawn mowers) | X   |    |
| Loud Noise (e.g., jackhammer, heavy motorized equipment)             |     | X  |