



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Animal Care Technician		
Department:	Executive Services	Division:	Records & Licensing Services
DOT Title:	Animal-Shelter Clerk	DOT #:	249.367-010
SVP:	3	Requestor:	Jeff Casem
Worksite Address:	216 64 th Ave. S Kent, WA 98032	Office Contact Name/ Phone/ Email:	Tim Anderson 206-263-5968 tim.anderson@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 5/23/18
Update Analyst:			Update Date:

On-Site Interview Representative

JOB DUTIES:

The RASKC team provides pet shelter and field services to 24 cities and all of unincorporated King County. Their services include pet adoption, responding to animal assistance calls in the field, pet licensing and much more. Please join the RASKC team and help us fulfill our mission of ensuring the humane treatment of animals and the protection of the health and safety of the public.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Job Specific Requirements:

1. **Clean, feed, water** and **monitor** animals held at the Center;
2. **Prepare, clean** and **sanitize** shelter to maintain a healthy and humane environment for animals, employees and visitors;
3. **Vaccinate**, and scan for microchips, all dogs and cats on arrival to the Center;
4. **Medicate sick** or injured animals as prescribed by a veterinarian, microchip animals available for adoption in the absence of veterinary staff;
5. Plan, improve, and develop new methods for **providing animal care and client communication** including; communicating with various Animal Control sections, filing, data entry, and providing excellent customer service to all internal (staff, volunteers, foster parents) and external stakeholders (residents, general public) in person, over the phone or by e-mail workers while **juggling multiple tasks** on a daily basis;
6. Educate the public on **animal behavior, care, training, laws** and **policies**; assist potential adopters in selecting animals;
7. Prepare and issue **adoption**, redemption and transfer paperwork for the release of animals;
8. **Perform behavior assessments** on shelter animals;
9. **Euthanize** animals;
10. Perform other duties as assigned.



King County

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EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- **Work directly with animals** in an animal shelter, animal control, kennel, veterinary, or zoological setting;
- Handle **behavior assessment techniques**, proper methods for the care and feeding of animals, cleaning of cages, kennels and other areas;
- Work with animals in a humane manner under a variety of shelter situations, including willingness to **treat animals as directed**;
- Provide **excellent customer service** to internal and external stakeholders, including responding to complaints and inquiries from the public in a calm, professional and courteous communication style;
- **Prioritize** multiple tasks in a fast paced environment;
- Comfortable and proficient in using **Office Productivity tools** in your daily work (King County uses Microsoft Office intensively) and experience with Chameleon (or a similar data management product such as a veterinary practice management software);
- Work with **kennel cleaning** materials (i.e., bleach, Rescue, and other chemicals as needed);
- Obtain a **Euthanasia Drug Certification**.

NECESSARY SPECIAL QUALIFICATIONS:

- Selected Candidate will need to pass a pre-employment physical (must be able to lift 40 lbs.).
- This position is represented by the Animal Control Officers Guild.
- The hours can vary greatly based on absences and vacancies. This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible and at times may be mandatory.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Gloves, survival/1st aid kit, fire extinguisher, whistle, come along pole, pepper spray, rubber boots, ear protection, eye protection, vest, hard hat, disposable apron, jumpsuit, face mask, hazmat suit, clipboard, plastic cat carrier, snappy snare, lariats, lead ropes, leashes, cage, come-along (long pole with noose), office equipment (computer, telephone, copy machine, fax), washing machine, dryer, microchips, dishwasher, microchip scanner, anti-fatigue mats, cash register, vaccines, needles, euthanasia chemicals and medications (some of which are narcotics).

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8-10	Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	4-5	Days Per Week
Work Pattern (continued)		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

The Dictionary of Occupational titles classifies this position as SEDENTARY, but it is adjusted to Medium for this position. The hours can vary greatly based on absences and vacancies. This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible and at times may be mandatory.



King County

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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		21-40	1-20			<p>Once per week the employee lifts 10 bags of food off of a pallet. 1-2x/shift employee may lift an animal up to 40 lbs. (beyond 40 lbs. should be performed with a team lift).</p> <p>Up to 3 min./time, 1.5 hrs. total while manipulating cat food 16-20 lbs., cat litter 18-20, cases of wet food 5 lbs., dog treats 5 lbs., cleaning solutions 5 lbs., cages (with and without small animals) 5-15 lbs., laundry 10-15 lbs., small animals.</p>
Lifting waist–shoulder		21-40	1-20			<p>Once per week the employee lifts 10 bags of food off of a pallet. 1-2x/shift employee may lift an animal up to 40 lbs. (beyond 40 lbs. should be performed with a team lift).</p> <p>Up to 3 min./time, 1.5 hrs. total while manipulating cat food 16-20 lbs., cat litter 18-20, cases of wet food 5 lbs., dog treats 5 lbs., cleaning solutions 5 lbs., cages (with and without small animals) 5-15 lbs., laundry 10-15 lbs., small animals.</p>
Lifting above shoulder		1-15				<p>Up to 30 sec./time, 15 min. total while loading/unloading animals in upper cages and placing/removing cleaning materials and various supplies from upper shelves</p>
Carry (Distance/Surface)		16-40	1-15			<p>Up to 50 yards at a time with 1-15 lbs., for up to 2 hrs. total with animals in cages, wet food, laundry and various supplies</p> <p>15-20 lbs. up to 50 yards, and 40 lbs. up to 50' 10x/shift.</p>
Pushing/Pulling (Distance/Surface)		21-40*	1-20			<p>With 1- 20 lbs. pounds of force for up to 5 min./time, 1hr. total with various carts, laundry bins, garbage cans, hand trucks, cages, etc. Employee also opens/closes cage doors up to 100-200 times per day with a pushing/pulling force of 3-10 pounds.</p> <p>* On a rare occasion may need to control a reluctant animal on a leash with approximately 40 lbs. of force.</p>



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting		X				Up to 10 min./time, 45 min. total while performing computer duties, completing paperwork, interviewing people, and completing forms.
Standing				X		Up to 2.5 hrs./time, 5.5 hrs. total while providing customer service at the front counter, computer duties at the front desk and providing animal care.
Walking				X		Up to 5 min./time, 5.5 hrs. total on concrete, linoleum, gravel carpeted and inclined surfaces while traversing within the shelter and gravel lot.
Perform Work on Ladders	X					
Climbing		X				Up to 5 sec./time, 30 min total while climbing stairs (4 steps at a time) as well as using step ladders to access upper cages.
Balancing				X		Up 2.5 hrs./time 4 hrs. total on wet/slick floors, uneven ground and sloped surfaces while cleaning kennels/cages and traversing within the facility. A heightened sense of balance is also needed when restraining/controlling an animal.
Stooping / Bending			X*	X*		Occasionally at neck and torso for up to 5 min./time, 2-3 hrs. total to clean low cages, put leash on a dog, pick up animals, scan animals for microchips, wash animals, scoop kitty litter, perform laundry duties, load/unload dishwasher, vaccinate and inspect animals. *Can squat/kneel to reduce bending/stooping on most occasions.
Twisting at Neck				X		Up 2.5 hrs./time 4 hrs. total while cleaning kennels and cages. As well as when when restraining/controlling an animal.
Twisting at Waist				X		Up 2.5 hrs./time 4 hrs. total while cleaning kennels and cages. As well as when restraining/controlling an animal. May be able to move feet to reduce twisting at the waist.
Squatting / Kneeling			X*	X*		Occasionally for up to 5 minutes at a time, 2-3 hours per shift to clean low cages, put leash on a dog, pick up animals, scan animals for microchips, wash animals, scoop kitty litter, perform laundry duties, load/unload dishwasher, vaccinate and inspect animals. *Can bend/stoop to reduce squatting/kneeling on most occasions.
Crawling	X					
Reach waist to shoulder					X	Up to 2.5 hrs./time, 7 hrs. total while performing computer work, cleaning cages, performing laundry, attaching leashes, using the dishwasher, performing clerical and customer service duties at front counter, inspecting/manipulating animals, and opening/closing cages.
Reach above shoulder			X			Up to 5 min./time, 2 hrs. total while lacing and removing cages on high shelves, cleaning upper cages, and putting trash in the dumpster.



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Reach below waist			X			Up to 5 sec./time, 1 hr. total while placing and removing cages on lower shelves, opening/closing cages, putting leashes on dogs, and reaching for cat carriers and cages set on the floor.
Keyboarding				X		Up to 5 min./time, 4 hrs. total while working at the front counter.
Wrist Flexion/Extension				X		Up to 2 hrs./time, 4 hrs. total while cleaning cages, manipulating leashes, come-alongs, holding/inspecting animals, restraining animals and scrubbing floors/kennels.
Handle/Grasp				X		Up to 2 hrs./time, 4 hrs. total while cleaning cages, manipulating leashes, come-alongs, holding/inspecting animals, restraining animals and scrubbing floors/kennels.
Forceful Grasp		X				Up to 5 min./time, 20 min total while restraining animals.
Fine Finger Manipulation				X		Up to 2.5 hrs./time, 4 hrs. total while performing computer work, writing and filling out reports and forms, performing computer work, balancing till, filing, operating office equipment, opening cages, manipulating paperwork, cash, etc.
Hand Controls		X				Up to 5 min./time, 25 min total while operating computer mouse, washer/dryer and dishwasher.
Foot Controls			X			Up to 1 hr./time, 2 hrs. total while driving.
Repetitive Motion	X					Body Part: _____ Cycles/hr: _____
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		To communicate with customers and staff.
Hearing				X		To communicate with customers and staff.
Visual – Near Acuity				X		Computer, documents, administering medications, manipulating needles.
Visual – Far Acuity				X		Identify animals and customers.
Visual – Depth Perception			X			Interacting with animals and customers. Administering immunizations.
Visual – Color Discrimination			X			Identifying animals, visual inspection of animals and color coding for animal behavior.
Visual – Accommodation				X		Traversing within the facility and driving.
Visual – Field of Vision				X		Interacting with animals and customers.
Exposure to Weather		X				
Extreme Cold		X				
Extreme Hot		X				
Wet and / or Humidity				X		
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions			X			Cleaning agents, fur/dander.



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	N	S	O	F	C	
Exposed Heights	X					
Exposure to Electricity	X					
Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Exposure to Toxic / Caustic Chemicals			X			Euthanasia chemicals, narcotics and some cleaning chemicals.
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Noise level ranges from quiet to loud. Employee is exposed to loud animals, such as barking dogs.
Other:						

Analyst's Comments:

Possible Employer Modifications:

Update Comments (if applicable):



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Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Update (if applicable):

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

- I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent basis or temporary basis.
- The employee ***temporarily*** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The employee is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physican
- PCE Therapist
- OT / PT Therapist
- PEP Physician