



Title: Kennel Technician

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

HOURS: Part-Time, 29 hours per week

BRIEF DESCRIPTION:

The Kennel Technician plays a vital role in the daily care and well-being of animals housed at the City of Hondo Animal Shelter. This position is responsible for maintaining a clean, safe, and humane environment for all shelter animals. The technician will assist with feeding, basic health monitoring, cleaning and disinfecting kennels, and promoting adoptions through on-site support and social media outreach. This position does **not** include fieldwork or patrolling duties and is exclusively based at the shelter. Position involves exposure to animal waste, cleaning chemicals and potentially aggressive animals. Work hours may demand weekends, holidays and/or extended hours depending on shelter needs.

REPORTS TO:

This position reports to the Police Chief.

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	H	Clean and disinfect animal kennels, cages, and common shelter areas daily. Feed and provide fresh water to animals according to established schedules and dietary requirements. Observe animal behavior and health conditions, report signs of illness or injury to supervisory staff. Assist with the intake process including documenting animal information and ensuring animals are properly housed. Provide enrichment and basic socialization for animals to enhance adoptability.	85%
2	M	Maintain accurate records of animal care, feeding schedules, and cleaning logs. Restock supplies and ensure kennels are properly equipped with bedding, toys, and food/water dishes.	5%



3	L	Create and share animal profiles, photos, and adoption updates on approved social media platforms to help increase adoption visibility.	5%
5	L	Assist visitors and potential adopters with viewing animals and completing adoption paperwork.	5%
4	M	Perform other shelter support duties as assigned by the Animal Control Supervisor.	

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No previous experience required. Previous experience working with animals in a kennel, shelter or veterinary setting and basic knowledge of animal behavior, care, and hygiene standards preferred.
Supervision	None
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Excellent communication and interpersonal skills.
Freedom to Act	Receives Immediate Direction: Within this job, the employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results. These detailed instructions normally allow little room for deviation. The immediate supervisor may, at times, provide close and constant review while work is under way and when the assignment is completed. Typically would see entry-level job involving routine activities at this level.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization. Strong work ethic and attention to detail. Technology: Comfortable using social media platforms for public outreach and adoption promotion; following City of Hondo Social Media policy. Animal Handling: Ability to handle animals safely and compassionately.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from



	experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	High School Diploma or equivalent, and Valid Texas Driver's License. Must be able to work in a physically demanding environment, including lifting up to 50 lbs unassisted and standing for extended periods of time.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work site, observing work duties
Sitting	O	desk work, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	supplies, equipment
Carrying	F	supplies, equipment
Pushing/Pulling	F	equipment, hose
Reaching	F	for supplies
Handling	O	paperwork
Fine Dexterity	F	computer keyboard, telephone pad
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches
Bending	F	retrieving items from lower shelves/ground, making repairs
Twisting	F	from computer to telephone, getting inside vehicle



Climbing	R	ladders, step stool
Balancing	R	on ladders, on step stool
Vision	C	driving, observing work site, computer screen
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Patrol vehicle, gas generator, handheld scanner, hand tools, power tools, telephone, copier, fax, calculator, computer, and associated hardware and software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	C
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	C
Physical Danger or Abuse	C
Other (see 1 below)	N

(1) N/A

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	S
Wetness/Humidity	D
Physical Hazards	D

PROTECTIVE EQUIPMENT REQUIRED:

Catchpole, nets, pepper spray, asp baton, snake tongs, traps, cages, tranquilizer pistol and rifle, raingear, all-weather boots

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F

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Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.